Classroom Educational Aide
Job Description

Job Title: Classroom Educational Aide

Reports to: Principal/Teacher(s) Assigned

Dept./School: Campus as assigned

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills:
Ability to work well with children
Ability to communicate effectively

Experience:
Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

Student Management

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.

8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

9. Keep teacher informed of special needs or problems of individual students.

Other

10. Participate in staff development training programs to improve job performance.

11. Participate in faculty meeting and special events as assigned.

12. Maintain confidentiality.

13. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____