JOB DESCRIPTION
INSTRUCTIONAL ASSISTANT — CREDIT RECOVERY

JOB TITLE: Instructional Assistant Credit Recovery
WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal
TERMS: 226 Days

DEPARTMENT: Campus Assigned
PAY GRADE: Clerical/Par 4

PRIMARY PURPOSE:
Supervise students assigned to the “Three to Six Credit Recovery Program”; maintain a highly structured and orderly environment; work under the general supervision of the principal; work with 25-40 students on a daily basis; work with assistant principal as students are assigned to the three-to-six program

QUALIFICATIONS:

Education/Certification:
Associate’s degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)
Valid Texas Educational Aide Certificate

Special Knowledge/Skills:
- Ability to work well with children with special needs within a school setting
- Ability to follow verbal and written instructions
- Knowledge of general office equipment; knowledge of computer operations

Experience:
Two years of experience working with children; educational environment, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy

2. Assign students to computers, enter assignments, and conduct instructional assistance as needed as the secondary level
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Work with campus administrators to create and maintain an orderly and highly structured environment

4. Consult assistant principal and grade level counselors regarding students assigned to the three-to-six program

5. Maintain individual files of completed student’s assignments

6. Turn earned credit information into the campus registrar

7. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed

8. Manage student behavior and administer discipline according to Board policies, administrative regulations, and Individual Education Plans (IEP)

9. Assist in maintaining a neat and orderly classroom

10. Participate in staff development training programs, faculty meetings, and special events, as needed

11. Comply with district policies, as well as state and federal laws and regulations

12. Adhere to the district’s safety policies and procedures

13. Maintain confidentiality in the conduct of district business

14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

15. Demonstrate regular and prompt attendance

16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None
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INSTRUCTIONAL ASSISTANT – CREDIT RECOVERY

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: 

Signature: ________________________________ Date: ______________________________

ESTABLISHED/REVISED: May, 2017