JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – Child Care Center

JOB TITLE: Instructional Assistant - Child Care Center

WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Child Care Director

TERMS: 191 Days

DEPARTMENT: Child Care Center

PAY GRADE: Paraprofessional 1

PRIMARY PURPOSE:
Assist teacher in preparation and management of classroom activities and administrative requirements; work under supervision of certified teacher

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 with children within a school setting, preferred
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of general office equipment

Experience:
Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school safety rules, administrative regulations, and state and local board policy
2. Assist teacher in preparing instructional materials and classroom displays
3. Assist with administration and scoring of objective testing instruments or work assignments
4. Help teacher keep administrative records and prepare required reports
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Provide orientation and assistance to substitute teachers
6. Provide coverage for classroom in absence of teacher or substitute, or as needed
7. Keep the teacher informed of any special needs or problems of individual students
8. Participate with children in group games
9. Intervene when children are likely to injure themselves or others
10. Remain with one or more children until relieved by another adult
11. Assist children with self-care activities
12. Assist in aiding individual children who experience difficulty in the group or who temporarily loses their physical or emotional control
13. Assist with meal and snack service
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district’s safety policies and procedures
16. Maintain confidentiality in the conduct of district business
17. 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)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None
**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