



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - CHILD CARE/ PFK

JOB TITLE:	Instructional Assistant Child Care/PFK	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director Teacher Assigned	TERMS:	233 Days
DEPARTMENT:	Child Care Center	PAY GRADE:	Paraprofessional 1

PRIMARY PURPOSE:

Assist teacher in preparation and management of child care classroom activities; supervise and support students during mealtimes; perform routine, manual work involving moderate cleaning of designated areas of the building such as classrooms and eating areas; 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 well with children
- Ability to communicate effectively

Experience:

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support

1. Uphold and enforce Department of Family Protective Services Child Care Licensing regulations, and state and local board policy
2. Assist teacher in maintaining neat and orderly classroom
3. Assist with regular sanitizing of toys and equipment
4. Replenish classroom supplies (paper towels, soap, sanitizing solutions, tissue)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional Support (continued)

5. Wash laundry on daily and weekly schedule; sweep, wet and dry mop, vacuum floors as needed
6. Provide relief for staff lunch and bathroom breaks
7. Assist with meals and snack service
8. Remove paper, trash and dirty diapers from classrooms and place in proper containers for disposal
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Demonstrate regular and prompt attendance

Other

12. Participate in staff development training programs to improve job performance
13. Participate in faculty meeting and special events as assigned
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 by directors

SUPERVISORY RESPONSIBILITIES:

None



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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, 2019