



# Longview Independent School District

## **JOB DESCRIPTION** **INSTRUCTIONAL ASSISTANT —** **ALTERNATIVE SCHOOL**

<b>JOB TITLE:</b>	Instructional Assistant - Alternative School	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Coordinator of Alternative Schools	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Dade/JDC	<b>PAY GRADE:</b>	Paraprofessional 4

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### **PRIMARY PURPOSE:**

Work under immediate supervision of the principal; Instructional Assistant will manage and monitor classroom throughout the day

### **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
- First aide and CPI training

#### **Experience:**

Some experience working with children  
Some computer experience

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Student Management**

1. Teach the TEKS and prepare students to be successful on the TAKS using the A+ computer software
2. Implement IEP goals and prepare student to be successful
3. Effectively manage and secure an orderly classroom



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Student Management (continued)**

4. Maintain accurate student accounting records
5. Conduct instructional exercises assigned by the teacher; work with individual students or small groups (i.e., reading tests, highlighting texts, reinforcing concepts, note taking assistance)
6. Help supervise students throughout school day, inside and outside classroom; this includes, but not limited to, lunchroom, bus, and job site
7. Keep administrator informed of special needs or problems of individual students
8. Provide for the care and protection of school property

#### **Other**

9. Participate in staff development training programs to improve job performance
10. Participate in faculty meeting and special events as assigned
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 – ALTERNATIVE SCHOOL

### 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

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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