



Longview Independent School District

JOB DESCRIPTION INSTRUCTIONAL ASSISTANT — HEAD START

JOB TITLE:	Instructional Assistant - Head Start	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director Teacher Assigned	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Clerical/Par 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 well with children
- Ability to communicate effectively

Experience:

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support

1. Assist teacher in presenting instructional materials
2. Help maintain neat and orderly classroom



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Student Management

3. 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)
4. Help supervise students throughout school day, inside and outside classroom. This includes, but not limited to, lunchroom, bus, and job site
5. Keep administrator informed of special needs or problems of individual students
6. Work with students as job coach in conjunction with the VAC program

Other

7. Participate in staff development training programs to improve job performance
8. Participate in faculty meeting and special events as assigned
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. 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)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

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, 2017