



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – BILINGUAL PRE-KINDERGARTEN/KINDERGARTEN

JOB TITLE:	Instructional Assistant/ Bilingual – PreK-K	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director; Teacher Assigned	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Paraprofessional 2

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 follow verbal and written instructions
- Knowledge of general office equipment
- Fluent in English and Spanish

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. Assist teacher in preparing instructional materials and classroom displays
3. Assist with administration and scoring of objective testing instruments or work assignments
4. Help with inventory, care, and maintenance of equipment



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - BILINGUAL PRE-KINDERGARTEN/KINDERGARTEN

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Help teacher keep administrative records and prepare required reports
6. Provide orientation and assistance to substitute teachers
7. Provide coverage for classroom in absence of teacher or substitute, or as needed
8. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground duty
9. Keep the teacher informed of any special needs or problems of individual students
10. Assist in maintaining a neat and orderly classroom
11. Assist the teacher in keeping administrative records and preparing required reports
12. Participate in staff development training programs, faculty meetings, and special events, as needed
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. 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)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

EQUIPMENT USED:

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



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - BILINGUAL PRE-KINDERGARTEN/KINDERGARTEN

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal); 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