



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT — TRANSITION CLASSROOM ELEMENTARY STEAM ACADEMY

JOB TITLE:	Instructional Assistant - Transition Classroom Elementary STEAM Academy	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal Teacher Assigned	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

Supervise students assigned; maintain a highly structured and orderly environment; work under the general supervision of the principal and immediate direction of a certified teacher on a daily basis; work with 25-40 students in an elementary school environment

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

Experience:

Some experience working with children



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Conduct instructional exercise assigned by the teacher, work with individual students or large groups at the elementary school level
2. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
3. Work with individual students to complete assignments given by classroom teacher
4. Consult classroom teachers regarding student assignment
5. Distribute, collect, and check student assignments for accuracy
6. Maintain individual files of completed student assignment and return to classroom teachers
7. Supervise students during lunch and restroom breaks
8. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP)
9. Participate in staff development training programs, faculty meetings, and special events as assigned
10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. 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)
14. Demonstrate regular and prompt attendance
15. Other duties as assigned



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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).



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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: APRIL, 2020