

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Aide, Instructional	STATUS:	Non-Exempt
REPORTS TO:	Campus Principal	TERMS:	180 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	IS1-IS3

PRIMARY FUNCTION

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing classroom activities.

QUALIFICATIONS

Education/Certification:

High School diploma or GED (required)

Valid Educational Aide Certificate issued by the State Board of Educator Certification

Must meet all highly qualified "Every Student Succeeds Act" (ESSA) requirements

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Experience:

Experience:

Two years of experience working with students preferred

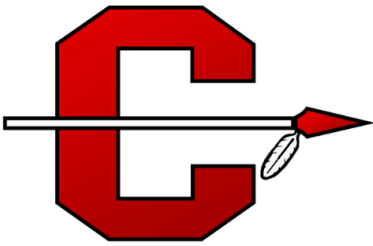
Such alternatives to the above qualifications as the Board may find appropriate

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Provide instruction to students under the direction of the teacher; work with individual students or small groups.
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 maintain a neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teachers keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.



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8. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
9. Make teachers aware of special needs or problems of individual students.
10. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
11. Participate in staff development training programs to improve job performance.
12. Participate in faculty meetings and special events as assigned.
13. Comply with state, district, and school regulations and policies for instructional aides.
14. Maintain confidentiality.
15. Reliable attendance and punctuality.
16. Follow district safety protocols and emergency procedures.
17. Participate in staff development activities to improve job-related skills.
18. Comply with state, district, and school regulations and policies.
19. Attend and participate in faculty meetings and serve on staff committees as required.
20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
21. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory students, and lifting and moving adaptive and other classroom equipment

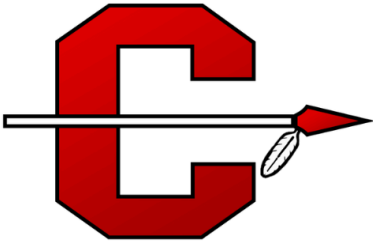
Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical



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demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date