



**Job Title:** Teacher Apprentice

**Exemption Status/Test:** Non-Exempt

**Reports to:** Principal and Teacher(s) Assigned

**Date Revised:** April 2025

**Dept. /School:** Assigned Campus

**Pay Grade:** PA2

---

**Primary Purpose:**

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 equivalent
- Valid Texas educational aide certificate upon hire

**Experience:**

- Experience working with children in an educational setting, preferred

**Special Knowledge/Skills:**

- Proficient keyboarding and file maintenance skills
- Ability to work collaboratively with teachers and students
- Strong communication, organizational, and interpersonal skills
- Patience, flexibility, and a positive attitude while exhibiting a growth mindset

**Major Responsibilities and Duties:**

**Instructional Support**

1. Assist the classroom teacher in implementing daily lesson plans, ensuring students are actively engaged in learning activities.
2. Assist with the preparation of instructional materials, classroom organization, and setting up learning activities.
3. Monitor student learning and provide feedback to the students and teacher on individual or group progress.
4. Assist with classroom set-up and clean-up, including organizing materials, distributing supplies, and maintaining a neat classroom.
5. Assist teachers with maintaining administrative records and preparing required reports.

**Student Management**

6. Promote and uphold a safe, structured learning environment for all students.
7. Assist in managing classroom behavior, ensuring a respectful and productive learning environment.
8. Monitor students throughout the school day, inside and outside the classroom, including arrival, dismissal, cafeteria, bus, and recess duty.
9. Inform teachers of any special needs or concerns regarding individual students.

**Other**

10. Participate in staff meetings, PLC/CLCs, professional development, and other school events as required.
11. Actively support the school culture, mission, and vision while prioritizing improved outcomes for all students.
12. Follow district safety protocols and emergency procedures.
13. Perform all other duties as assigned.



**Supervisory Responsibilities:**

None

Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

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

---

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_