



Position: Aide

Assignment: Pre-K Aide (Pre-K, Bilingual, PALS, Tuition Based)

Wage/Hour Status: Non-Exempt

Reports to: Principal/Teacher

Pay Grade: IS331/187 Days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist teacher to prepare and conduct classroom activities and full administrative requirements. Work under supervision of certified teacher.

Qualifications:

Minimum Education/Certification:

- Valid Texas Educational Aide certificate
- Minimum 48 hours at institute of higher learning or
- Associate degree or passed local or state assessment tool

Special Knowledge/Skills/Experience:

- Ability to work well with young children.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Two years previous successful experience working with children.
- Experience in a public education environment preferred

Major Responsibilities and Duties:

- Facilitate instructional activities assigned by the teacher, work with individual students or small groups.
- Interact with children in age-appropriate ways that promote learning and independence.
- Provide supervision of students throughout school day, inside and outside classroom. This includes but is not limited to cafeteria, bus area, playground, and halls.
- Assist children with self-care, which may include eating, toileting, and dressing.
- Assist teacher in preparing instructional materials and classroom displays.
- Help maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Maintain student confidentiality.
- Keep teacher informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance.
- Participate in faculty meetings and special events as assigned.
- Uphold federal, state, and local policies, procedures, and guidelines.
- Work cooperatively with campus and district personnel.

- Contribute to a positive and professional learning environment.
- All other duties as assigned by campus administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name