



# PECOS-BARSTOW-TOYAH ISD

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**Job Title:** Instructional Aide  
**Reports to:** Principal/Teacher Assigned  
**Dept./School:** Assigned Campus

**Exemption Status/Test:** Nonexempt  
**Pay Grade:** Clerical/Paraprofessional  
**Date Revised:** 02.18.2021

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## ***Primary Purpose:***

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

## **Qualifications:**

### **Education/Certification:**

High school diploma or hold a General Educational Development (GED) certificate  
Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning\*  
Valid Texas educational aide certificate

## **Special Knowledge/Skills:**

Ability to assist in instructing reading, writing, and mathematics  
Ability to work well with children  
Ability to communicate effectively

## **Experience:**

Some experience working with children

## **General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

## **Major Responsibilities and Duties:**

### **Instructional Support**

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.

### **Student Management**

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.

### **Other**

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meetings and special events as assigned.
12. Follow district safety protocols and emergency procedures.
13. Maintain confidentiality.

### **Supervisory Responsibilities:**

None

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used**

- Standard office equipment including computer and peripherals; standard instructional equipment

#### **Posture:**

- Moderate standing; occasional kneeling, squatting, bending, and stooping

#### **Motion:**

- Moderate walking

#### **Lifting:**

- Regular light lifting and carrying (less than 15 pounds)

#### **Environment**

- Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

#### **Mental Demands**

- Work with frequent interruptions; maintain emotional control under stress

*\*Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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*This document describes the general purpose and responsibilities assigned to this job and 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: \_\_\_\_\_