



Brownsville Independent School District Job Description

Date:
Employee Name:
Employee ID #:
Job Code: 3178
Job Title: Title I-A Teacher's Aide
Location: Campuses
Salary Level: IS3301
FLSA Status: Nonexempt

This job description is neither a contract nor a substitute for the official district policy manual, nor is intended to alter the at-will status of non-contract employees in any way.

SUMMARY

Performs any combination of the following supplemental Title I-A instructional tasks in the classroom to assist the teaching staff of an elementary or secondary school by performing the following duties while under the direct supervision of a certified professional.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in upholding and enforcing school rules, administration regulations, Title I-A guidelines, federal, state and local board policy.

Assists with planning, preparing and developing various instructional materials such as bibliographies, charts, and graphs while considering factors such as individual needs, abilities, learning levels, and physical limitations of students.

Arranges and adjusts tools, work aids, and equipment used by students in the classroom such as specially equipped worktables, computers, typewriters, and mechanized page turners.

Assists with special teaching tools, techniques, and equipment.

Assists with the presentation of subject matter to students, using a variety of methods and techniques such as lecture, discussion, and supervised role-playing.

Assists students, individually or in groups, with instructional assignments to reinforce learning concepts.

Creates an effective environment for learning for the students; uses timely, functional and attractive displays; displays students' current work and skills which contribute to the present learning objectives set by the teacher; maintains an environment that is conducive to learning; and maintains a clean, orderly study area.

Assists in supervising students under the direct supervision of a certified professional throughout the school day, both inside and outside the classroom.

Keeps the teacher informed of any special needs or problems of individual students.

Assists in maintaining a neat and orderly classroom.

Assists the teacher while under direct supervision in keeping administrative records and preparing required reports.

Participates in special events as assigned as defined by and in compliance with Title I-A guidelines.

Provides orientation and assistance to substitute teachers but may never be used in lieu of a substitute.

Performs duplicating work for teachers(s); prepares materials for students.

Follows established safety procedures and techniques to perform job duties.

Maintains confidentiality.

Maintains a high level of ethical behavior as is expected of all District employees.

Maintains professional growth by attending in-service and meetings as requested / required.

Performs other related duties as defined by and in compliance with Title I-A guidelines and assigned by the teacher or principal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and forty-eight (48) college level hours from an accredited institution of higher education or Associates Degree are required. One (1) year of related experience in working with students or parents required; experience may be work in church-related schools, day camps, youth groups, private schools, licensed day care centers, or other similar experiences that would be acceptable to the District; ability to obtain a Texas Education Educational Aide Certification.

LANGUAGE SKILLS

Bilingual (English and Spanish) is preferred; ability to read and interpret documents such as lesson plans, operating instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of students.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations; ability to maintain emotional control under stress; ability to work with others in a congenial manner at all times.

OTHER SKILLS AND ABILITIES

Ability to use technology required to perform the job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk and hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms; climb or balance, kneel, crouch, or crawl. Moderate to frequent bending and stooping is required. The employee is required to talk, hear and use the telephone. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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 as defined by and in compliance with Title I-A guidelines.

Approved by _____ Date _____

Reviewed by _____ Date _____

B.I.S.D., an equal opportunity employer, does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services, programs, or activities.