

TULOSO-MIDWAY ISD – JOB DESCRIPTION

Job Title: Instructional Support Paraprofessional-Bilingual **Wage/Hour Status:** Nonexempt
Reports to: Principal and Teacher(s) Assigned **Date:** 08/2023
Dept./School: Assigned Campus

Primary Purpose:

Provide in-class instructional support to help the bilingual classroom teacher provide a quality instructional program. Work with individual students or small groups of students to reinforce learning of materials or skills introduced by the teacher. Assist teacher in preparation and management of classroom activities. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

Associates Degree or 48 college hours
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
Bilingual Preferred

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Assist teacher in preparing instructional materials and classroom displays.
2. Help maintain neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Provide orientation and assistance to substitute teachers.

Student Management

5. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
6. Help supervise students throughout school day, inside and outside classroom.
7. Keep teacher informed of special needs or problems of individual students.

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Other

8. Participate in staff development training programs to improve job performance.
9. Participate in faculty meeting and special events as assigned.
10. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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.