

## TULOSO-MIDWAY ISD – JOB DESCRIPTION

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**Job Title:** Classroom Paraprofessional  
**Reports to:** Principal and Teacher(s) Assigned  
**Dept./School:** Assigned Campus

**Wage/Hour Status:** Nonexempt

**Date Revised:** 10/2023

### Primary Purpose:

To provide support to help the classroom teacher deliver a quality instructional program. Assist teacher in preparation and management of classroom activities. Work under general supervision of principal and immediate direction of certified teacher.

### Qualifications:

#### Education/Certification:

High school Diploma or hold a General Educational Development (GED) certificate  
Have met formal academic assessment, associate degree, or two years of study at an institution of higher learning or TOPS training\*  
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

### 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.
5. Assist with administration and scoring of objective testing instruments or work assignments.

#### Student Management

6. Conduct instructional exercises assigned by the teacher, work with individual students or small groups.
7. Help supervise students throughout school day, inside and outside classroom. This may include lunchroom, bus, and playground duty.

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8. Make teacher aware of special needs or problems of individual students.

### **Other**

9. Participate in staff development training programs to improve job performance.
10. Participate in faculty meetings and special events as assigned.
11. Attendance is necessary for the job function.
12. Follow district safety protocols and emergency procedures.
13. Perform other duties as assigned.

### **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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