San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	**Instructional Aide II-** Cosmetology	**Exemption Status/Test:**	Non-Exempt
Reports to:	Teacher/Principal/CTE Director	**Pay Grade:**	02
Works with:	Staff/Students	**Days:**	187
Dept./School:	Assigned Campus	**Date Revised:**	07/28/2020

Primary Purpose:

The role of the Teacher Assistant involves providing assistance to the teacher in implementing the instructional program.

Qualifications:

Minimum Certification/Education:

- Completes at least two years of study at an institute of higher education; or obtain an Associate of Arts (AA) or higher degree; or
- Meet rigorous standard of quality where they can demonstrate their knowledge of, and the Ability to assist in, instructing reading readiness, writing readiness and mathematics readiness Through a formal state or local academic assessment (PAKS)

Special Knowledge/Skills:

- The ability to interpret and follow instructions, respond of student needs, relate well with school Personnel and parents; demonstrate initiative and creativity.

Minimum Experience:

- Two-year work experience with Texas Cosmetology license and hold a valid Texas Cosmetology Instructional license.

Major Responsibilities and Duties:

1. To assists with classroom instruction as approved by the teacher/principal/CTE Director
2. To assist in preparing instructional materials and bulletin boards
3. To facilitate individuals and small groups as learning activities are implemented
4. To operate audio-video and other equipment utilized in instruction
5. To assist in record-keeping and assigning clean-up tasks
6. To distribute and collect workbooks, papers, and other materials for instruction
7. To perform clerical operations, duplicating records, reports, forms, test and other instructional materials
8. To read to students, listen to students and participate in other forms of oral communication with students
9. To adhere to the Code of Ethics.
10. All other duties assigned by the teacher/principal/CTE Director

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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____