



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Classroom Instructional Assistant

Exemption Status/Test: Nonexempt

Reports to: Principal and Teacher(s) Assigned

Pay Grade/Days: IS01/ 185 days

Dept./School: Assigned Campus(es)

Date Revised: June 2025

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certification:

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment preferred
High School Diploma/GED
Valid Texas educational aide certificate

Knowledge/Skills/Abilities:

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. 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.



HIGHLAND PARK ISD

Office of Human Resources

11. Participate in faculty meetings and special events as assigned.
12. 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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____