West Oso ISD
Instructional Aide (Bilingual) (789561)

JOB POSTING

Job Details

Title	**Instructional Aide (Bilingual)**
Posting ID	**789561**
Description	**Job Title:** Instructional Aide **Wage/Hour Status:** Nonexempt **Reports to:** Principal and Teacher(s) Assigned **Dept./School:** Campus Assigned

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

Qualifications:

Education/Certification:
High school diploma or GED and have completed a Treasuring Our Paraprofessional Training; or
48 College hours from an accredited College or University

Special Knowledge/Skills:
Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

Experience:
Experience working with children preferred

Major Responsibilities and Duties:

Instructional Support

1. Assist with instruction of students under direct supervision of teacher and conduct instructional exercises assigned by the teacher; work with individual students or small groups as assigned.
2. Assist in classroom management.
3. Assist in conducting parent involvement activities.
4. Assist teacher in preparing instructional materials and classroom displays.
5. Assist with administration and scoring of objective testing instruments or work assignments.
6. Help maintain a neat and orderly classroom.
7. Help with inventory, care, and maintenance of equipment.
8. Help teacher keep administrative records and prepare required reports.
9. Provide orientation and assistance to substitute teacher

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Student Management

1. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
2. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
3. Keep teacher informed of special needs or problems of individual students.
4. Participate in staff development training programs to improve job performance.

Other

1. Participate in faculty meeting and special events as assigned.
2. Maintain confidentiality of information.
3. Demonstrate skills in anticipating, managing, and resolving conflict.
4. Take all necessary and reasonable precautions to provide for the security and care of district equipment, materials, and facilities.
5. Provide for the safety and well-being of students, peers, and self.
6. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, copier, audiovisual equipment, and other equipment that may be acquired to provide service to students.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The above list is not an inclusive list of all responsibilities but is a representation of duties and responsibilities that may vary depending upon circumstances and organizational needs.

Shift Type	**Full-Time**
Salary Range	**$10.37 - $14.93 / Per Hour**
Location	**John F. Kennedy Elementary School**

Applications Accepted

Start Date	**08/23/2013**
End Date	**09/23/2013**