



## **Lockney ISD / EPEC Co-op**

### **Bus Monitor / HS Instructional Aide**

#### **Primary Purpose:**

Monitor students being transported to and from school at the EPEC classroom in Lorenzo as an employee of Lockney ISD. Provide instructional assistance to students under the direct supervision of a certified teacher as an employee of the EPEC Special Education Cooperative. Assist in preparing, conducting, and managing classroom activities.

#### **Qualifications:**

##### **Education/Certification:**

High school diploma or hold a General Educational Development (GED) certificate

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning\*

Preferred: 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. Provide instruction to students under the direction of the teacher; work with individual students or small groups.
2. Assist teachers 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 the special needs or problems of individual students.
10. Assist bus driver in loading and unloading disabled students to and from school.

## **Other**

11. Participate in staff development training programs to improve job performance.
12. Participate in all faculty meetings and special events as assigned.
13. Follow district safety protocols and emergency procedures.
14. Help driver keep the vehicle clean.
15. Assist driver with pre/post trip inspections and equipment.

## **Supervisory Responsibilities:**

None

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment. Proper use of seat belts, wheel chair straps, tie downs, car seats, and other riding 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 the sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*Required by the Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*