

Sundown Independent School District Vacancy Announcement

Job Title:

Instructional Aide

Reports to:

Principal and Teacher(s) Assigned

School:

Sundown Elementary

Shift Type:

Full Time (187 days)

Primary Purpose:

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

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

1. Ability to assist in instructing reading, writing, and mathematics.
2. Ability to work well with children.
3. Ability to communicate effectively.

Major Responsibilities and Duties:

1. Provide instruction to students under the directions 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 neat and orderly classroom
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports
7. Provide orientation and assistance to substitute teachers
8. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
9. Make the teacher aware of special needs or problems of individual students.
10. Participate in staff development training programs to improve job performance
11. Participate in faculty meetings and special events as assigned.
12. Must live within the Sundown ISD school district.