

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Pay Grade 1 Aide		Assigned Campus	Principal and Teacher(s) Assigned	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	1	187	Non-Exempt	June 2023

Assignments:

Instructional, PE, Pre-Kindergarten, SE Resource/Inclusion, Early Literacy Interventionist, Accelerated Instruction Tutor.

Primary Purpose:

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

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Valid Texas educational aide certificate (or willingness to obtain)

ESSA Criteria (2 years of study at an institution of higher education; an Associate degree or higher; or can pass a formal academic paraprofessional assessment)

Experience:

Some experience working with children

Special Knowledge/Skills/Abilities:

Ability to work well with children

Ability to communicate effectively

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; audiovisual equipment

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

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

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

Instructional Support

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist with administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

Student Management

7. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Keep teacher informed of special needs or problems of individual students.

Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.
12. Completion of Medicaid/SHARS duties when determined necessary by the ARD committee.*
13. Maintain the district established system for record-keeping and documenting all Medicaid/SHARS services as they are provided, within the timelines established for the program and/or VISD Medicaid/SHARS operating procedures. *
14. Follow all VISD Medicaid/SHARS operating procedures. *
15. Completion of annual Random Moment Time Study (RMTS) training and complete RMTS Fairbanks surveys for "assigned random moment" no later than 24 hours after event. *
16. Perform other duties as assigned.

* SE Resource/Inclusion assignment only

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