

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Aide, Campus Support		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	187	Non-Exempt	June 2023

Primary Purpose:

Deliver instruction, provide support to staff/students, and perform job-related duties/responsibilities during the absence of the regular employee.

Ensure the safety of students.

Use school materials and equipment for job-required tasks only.

Follow the teacher's lesson plans.

Maintain discipline in the classroom at a level in which learning can occur.

Demonstrate care, concern and respect for students and remain professional at all times.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED equivalent

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

Ability to adjust to flexible working assignments on the campus on a daily basis as needed

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; audiovisual/video 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: Occasional districtwide travel

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

Major Responsibilities and Duties:

1. Conduct instructional activities outlined by teacher.
2. Provide teaching instruction face to face or virtually.
3. Instruct and monitor students in the proper use of learning materials and equipment.
4. Encourage and continuously monitor the progress of individual students and use information gathered to adjust teaching strategies.
5. Adjust and adapt to a multitude of situations in the school environment.
6. Adhere to regular classroom schedule.
7. Maintain a safe and orderly classroom at all times.
8. Provide supervision of students with instruction or activities that may fall within or outside the classroom environment.
9. Support the mission of school district by serving as a positive role model for students.
10. Follow all district guidelines and expectations in regard to classroom management, appropriate discipline, student safety, and confidentiality regarding student information.
11. Report to duty on all student days on time.
12. Acknowledge that you may be sent to nearby campuses to support district needs.
13. Communicate and interact appropriately with diverse groups of students in a professional manner.
14. Collaborate with campus staff to provide assistance where needed and directed (this includes covering for a teacher or paraprofessional).
15. Stay informed of and comply with campus, district, state and federal regulations and laws.
16. Be punctual for work daily including any and all assigned duties before, during or after school.
17. Comply with the Texas Educator's Code of Ethics.
18. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to team and passion for a student-centered learning environment.
19. Supervise students throughout the school day, inside and outside the classroom. This includes, but is not limited to, cafeteria, bus, and playground.
20. Keep regular teacher informed of special needs of or problems with individual students.
21. Participate in staff development training programs to improve job performance.
22. Participate in faculty/staff meetings and special events as assigned.
23. Provide campus support as directed by campus principal.
24. Perform other duties as assigned.

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