



Longview Independent School District

JOB DESCRIPTION INSTRUCTIONAL ASSISTANT — CREDIT RECOVERY

JOB TITLE:	Instructional Assistant Credit Recovery	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Supervise students assigned to the “Three to Six Credit Recovery Program”; maintain a highly structured and orderly environment; work under the general supervision of the principal; work with 25-40 students on a daily basis; work with assistant principal as students are assigned to the three-to-six program

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Valid Texas educational aide certificate
At least 48 hours of college credit or passed local assessment

Special Knowledge/Skills:

- Ability to work well with children with special needs within a school setting
- Ability to follow verbal and written instructions
- Knowledge of general office equipment; knowledge of computer operations

Experience:

Two years of experience working with children; educational environment, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy
2. Assign students to computers, enter assignments, and conduct instructional assistance as needed as the secondary level



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Work with campus administrators to create and maintain an orderly and highly structured environment
4. Consult assistant principal and grade level counselors regarding students assigned to the three-to-six program
5. Maintain individual files of completed student's assignments
6. Turn earned credit information into the campus registrar
7. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed
8. Manage student behavior and administer discipline according to Board policies, administrative regulations, and Individual Education Plans (IEP)
9. Assist in maintaining a neat and orderly classroom
10. Participate in staff development training programs, faculty meetings, and special events, as needed
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; frequent standing, stooping, bending and kneeling; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013