



# Longview Independent School District

## JOB DESCRIPTION INSTRUCTIONAL ASSISTANT — TITLE 1 / DATA

<b>JOB TITLE:</b>	Instructional Assistant - Title 1/Data	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal Teacher Assigned	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Clerical/Par 2

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### PRIMARY PURPOSE:

Supervise students assigned; maintain a highly structured and orderly environment; work under the general supervision of the principal and immediate direction of a certified teacher on a daily basis; work with 25-40 students in an elementary school environment

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED certificate  
Forty-eight (48) hours of college credit required or a paraprofessional certificate from the local service center

#### Special Knowledge/Skills:

- Ability to work well with children with special needs, within a school setting preferred
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of general office equipment/computers

#### Experience:

Some experience working with children

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Conduct instructional exercise assigned by the teacher, work with individual students or large groups at the elementary school level



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

2. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
3. Work with individual students to complete assignments given by classroom teacher
4. Consult classroom teachers regarding student assignment
5. Distribute, collect, and check student assignments for accuracy
6. Maintain individual files of completed student assignment and return to classroom teachers
7. Supervise students during lunch and restroom breaks
8. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP)
9. Participate in staff development training programs, faculty meetings, and special events as assigned
10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. 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)
14. Demonstrate regular and prompt attendance
15. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

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



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### 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 statewide travel; frequent prolonged and irregular hours; 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

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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**