



# Longview Independent School District

## JOB DESCRIPTION

### INSTRUCTIONAL ASSISTANT – ESOL

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

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#### PRIMARY PURPOSE:

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

#### QUALIFICATIONS:

##### Education/Certification:

High School diploma or GED  
At least 48 hours of college credit or passed local assessment

##### Special Knowledge/Skills:

- Ability to work well with children
- Ability to follow verbal and written instructions
- Knowledge of general office equipment

##### 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. Assist teacher in preparing instructional materials and classroom displays
3. Assist with administration and scoring of objective testing instruments or work assignments
4. Help with inventory, care, and maintenance of equipment
5. Help teacher keep administrative records and prepare required reports



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Provide orientation and assistance to substitute teachers
7. Provide coverage for classroom in absence of teacher or substitute, or as needed
8. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground duty
9. Keep the teacher informed of any special needs or problems of individual students
10. Assist in maintaining a neat and orderly classroom
11. Assist the teacher in keeping administrative records and preparing required reports
12. Participate in staff development training programs, faculty meetings, and special events, as needed
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. 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)
17. Demonstrate regular and prompt attendance
18. 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; frequent standing, stooping, bending and kneeling; 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**