

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant General Ed	Wage/Hour Status:	Nonexempt
Reports To:	Principal / Assigned Teacher(s)	Pay Range:	720
Dept./School:	Assigned Campus	Date Revised:	03/26/19

Primary Purpose:

Work and assist a teacher in the preparation and management of curriculum activities and administrative requirements.

Qualifications:

Education/Certification:

High school diploma or equivalent

Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Ability to work well with children

Knowledge of general sports activity equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Assist the teacher in preparing and planning the daily schedules and help execute the daily lesson plan

Aid individual students or small groups in curriculum activities assigned by the teacher

Assist with the administration and scoring of objective testing instruments or assignments

Assist in organizing games and supervising the playground, lead various recreational and physical activities

Inform teacher of any special needs or problems of individual students

Monitor bus students

Assist in inventory, care, and maintenance of equipment

Assist the teacher in keeping administrative records and preparing required reports

Participate in staff development training programs, staff meetings, and special events, as needed

Provide orientation and assistance to substitute teachers

Job Title: Assistant General Ed

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Copy machine and various sport activity equipment

Working Conditions:

Mental Demands:

Maintain emotional control under stress

Physical Demands/Environmental Factors:

Stooping, bending, kneeling, walking and reaching; exposure to extreme hot or cold temperatures. Frequent use of computer and repetitive hand motions. Occasional lifting of up to 50 pounds

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 03-26-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____