

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant Classroom	Wage/Hour Status:	Nonexempt
Reports To:	Principal and Teacher(s) Assigned	Date Revised:	2/6/17
Dept./School:	Assigned Campus		

Primary Purpose:

Assist the teacher in preparing, conducting, and managing classroom activities. Work under general supervision of the principal and immediate direction of a certified teacher.

Qualifications:

Education/Certification:

High school diploma or equivalent required

Completion of 48 semester hours or more, an Associate's (or higher) degree from an accredited institution of higher education or pass a paraprofessional academic assessment (Title I campuses only)

Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to communicate effectively

Ability to work well with children

Experience:

Some experience working with students

Major Responsibilities and Duties:

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

Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty

Work with 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

Keep the teacher informed of any special needs or problems of individual students

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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 assistance and support to substitute teachers

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

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

Follow attendance policy as assigned by supervisor

Equipment Used:

Standard office equipment including computer and copier

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal); 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

Acknowledgement:

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:** 02-06-17

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:** _____