PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: Assistant Classroom Family Literacy
Wage/Hour Status: Non-Exempt

Reports To: Coordinator Family Literacy
Pay Range: 720

Dept./School: Plano Family Literacy School
Date Revised: 01/10/19

Primary Purpose:
Assist the teacher in preparing, conducting, and managing classroom activities and with other school needs as necessary.

Qualifications:

Education/Certification:
High school diploma or equivalent
Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:
Ability to communicate effectively
Ability to work well with children
Bilingual Spanish (preferred)

Experience:
Some experience working with children and families in a preschool setting

Major Responsibilities and Duties:
Assist the teacher in preparing and planning activities and help execute the daily lesson plan
Supervise students throughout school day, inside and outside the classroom
Work with individual students or small groups in curriculum activities assigned by the teacher
Assist in organizing games and supervising the playground, including various recreational and physical activities
Keep the teacher informed of concerns/needs of individual students and/or families
Assist in inventory, care, and maintenance of equipment
Maintain proper sanitation guidelines as directed by teacher and/or Coordinator
Provide assigned support for outreach programs
Serve as support for school translator as needed
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Assist teacher with assigned home visits

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

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**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:** 01/10/19

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:**