

**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

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:** _____