

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Assistant Title I	Wage/Hour Status:	Nonexempt
Reports To:	Principal and Teacher(s) Assigned	Date Revised:	10/11/17
Dept./School:	Assigned Campus		

Primary Purpose:

Assist the teacher in the preparation and management of curriculum activities and administrative requirements. Work under the supervision of a certified teacher.

Qualifications:

Education/Certification:

High school diploma or equivalent

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

Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Ability to work well with children

Ability to communicate effectively

Knowledge of general sports activity equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students, parents and staff working with at-risk students following federal program guidelines as directed by the district (as specified in Title I, Part A, 100%)

Assist teacher in preparing instructional materials and classroom displays using research-based programs/strategies in the math, reading, writing, science, and social studies

Assist teacher in providing research-based individualized and/or small group instruction and in providing guidance for computer-aided instruction

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

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- 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
- 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
- Participate in staff development training programs to improve job performance
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses copier and various sport activity equipment

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:** 10-11-17

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:** _____