

**KEMP INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Classroom Aide
SCHOOL: Intermediate Campus
REPORTS TO: Principal
POSTED: 11/01/2018

Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:

Education/Certification:

High School Diploma or G.E.D.

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide instruction to students under the direction of teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports.

7. Provide orientation and assistance to substitute teachers.

Student Management

8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Make teacher aware of special needs or problems of individual students.

Other

10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To apply for this position please apply online at www.teacherjobnet.org.

Kemp I.S.D.
Attn: Cindy Bray
905 S. Main
Kemp, TX 75143
903-498-1394
Fax: 903-498-1370
cynthia.bray@kempisd.org
www.kempisd.org