

Job Title: Aide Montessori Exemption Status: Nonexempt

Reports to: Principal and Teacher(s) Assigned Date Revised: March 2016

**Dept. /School:** Assigned Campus **Pay Grade:** PA1

#### **Primary Purpose:**

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

#### Qualifications:

#### **Education/Certification:**

- High School Diploma or equivalent
- Associate Degree or 48 college credit hours, or pass the Garland ISD Paraprofessional assessment
- Valid Texas educational aide certificate upon hire

# **Experience:**

Prior experience working with children, preferred

# Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively

### **Major Responsibilities and Duties:**

# **Instructional Support**

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

### **Student Management**

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

#### Other

- 10. Participate in staff development training programs to improve job performance.
- 11. Participate in faculty meetings and special events as assigned.
- 12. Follow district safety protocols and emergency procedures.
- 13. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

None



Mental Demands/Physical Demands/Environmental Factors:  Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching Lifting: Occasional light lifting and carrying (less than 15 pounds)  Environment: Work irregular hours; occasional prolonged hours  Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality	
Reviewed by	Date
Received by	Date