

DUMAS ISD
Title III (LEP) Teaching Assistant
Job Description

Job Title: Title III Teaching Assistant

Wage/Hour Status: Nonexempt

Reports to: Principal and Teacher(s) Assigned

Pay Grade: B

Dept. /School: Assigned Campus

Date Revised: 8/28/13

Primary Purpose:

Provide instructional support services. Assist teacher in instruction, preparation, and management of classroom activities. Work under direct supervision of teacher. Assigned 100% to the Title III program.

Qualifications:

Education/Certification:

Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment required by No Child Left Behind Act.

Valid Texas educational aide certificate

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 direct instruction of Migrant / LEP students under direct supervision of teacher.
2. Conduct instructional exercises assigned by the teacher; work with individual Migrant / LEP students or small groups.
3. Assist in classroom management.
4. Conduct parent involvement activities.
5. Assist teacher in preparing instructional materials and classroom displays.
6. Assist with administration and scoring of objective testing instruments or work assignments.
7. Help maintain neat and orderly classroom.
8. Help with inventory, care, and maintenance of equipment.
9. Help teacher keep administrative records and prepare required reports.



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Student Management

- 10. Keep teacher informed of special needs or problems of individual Migrant / LEP students.

Other

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

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

