

# Lancaster ISD Job Descriptions

## Human Resources Department

ACE Classroom- Aide

Rev. 02/20/24

**Job Title:** ACE (Accelerating Campus Excellence)  
Instructional/Teacher Aide

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal and Teacher(s) Assigned

**Pay Grade:** As set by LISD Board of Trustees

**Dept./School:** TBD

### Primary Purpose:

Provide instructional support services. Assist teacher in instruction, preparation, and management of classroom activities. Work under direct supervision of teacher. Accelerating learning to close achievement gaps and ensure a college-ready foundation for every student by delivering rigorous instruction to students to promote intellectual, social, and physical growth and ensure that regardless of socioeconomic factors every child is prepared for accelerated learning to compete in a global economy.

### 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

### Key Characteristics of an ACE School

Schools and classrooms promote an inspiring college-going culture of high expectations.

Teachers demonstrate an unwavering belief that ALL scholars can achieve.

A growth mindset is embraced for scholars and adults.

Instructional best practices are used to accelerate learning for all scholars.

A commitment to data driven instruction is utilized to diagnose needs, adjust, and measure progress. Parent and community partnership is valued and supported.

### Major Responsibilities and Duties:

#### Instructional Support

1. Provide direct instruction of students under direct supervision of teacher.
2. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
3. Assist in classroom management.

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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.
  10. Provide orientation and assistance to substitute teachers.

**Student Management**

11. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
12. Keep teacher informed of special needs or problems of individual students.

**Other**

13. Participate in staff development training programs to improve job performance.
14. Participate in faculty meeting and special events as assigned.
15. Perform other duties 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.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_