

**MABANK ISD
JOB DESCRIPTION**

POSITION/TITLE: Academic Support
Campus: Mabank High School
Salary: Per Pay Schedule
Funded: 100% Title I
DAYS: 182
REPORTS TO: Campus Principal

PRIMARY PURPOSE: Provides instructional support to students in a classroom environment. Prepares and manages classroom activities and administrative requirements as needed to provide academic support to students.

QUALIFICATIONS:

Education/Certification:

- High School Diploma/GED
- Valid Texas Instructional Aide Certificate

Special Knowledge/Skills:

- Ability to work well with children
- Ability to communicate effectively

Experience:

- Some experience working with children preferred.

RESPONSIBILITIES/DUTIES:

Curriculum/Instructional Management:

- Prepares instructional materials and classroom displays.
- Maintain neat and orderly classroom.
- Maintains inventory, care, and maintenance of equipment.

Student Management:

- Conduct instructional exercises assigned by the teachers; work with individual students or small groups.
- Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- Keep teachers informed of special needs or problems of individual students.

Professional Growth and Development

- Take part in professional development activities to meet the needs of struggling students in the school wide program.
- Participate in faculty meeting and special events as assigned.
- Other duties as assigned.

Other:

- Perform other duties as assigned by the Campus Principal

WORKING CONDITONS:

Mental Demands / Physical Demands / Environmental Factors:

- Maintain emotion control under stress.
- Frequent prolonged and irregular hours.
- Frequent district wide travel and occasional statewide travel.
- Moderate standing, stooping, bending and lifting.

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

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Para-Professional Personnel.

Reviewed by: _____ **Date:** _____

Campus Principal: _____ **Date:** _____