



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0305029

GENERAL EMPLOYMENT NOTICE

INSTRUCTIONAL ASSISTANT (Teacher's Aide)

Elementary and Secondary Campuses (Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

• Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

Non Title I Schools

- High School Diploma or General Equivalency Diploma (GED)
- Minimum one year experience working with youth in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings.

Title I Schools

- Must meet all the Non Title I School requirements above and one of the following requirements per No Child Left Behind Act:
 - Associate's degree from an accredited college/university; or
 - Forty eight (48) hours of college coursework from an accredited college/university; or
 - Passed a locally approved academic assessment in reading, writing, and mathematics and have the ability to assist in instruction.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Ability to read, write and communicate in English.
- Ability to assist students with academic work at the academic grade level appropriate for assignment.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.

ESSENTIAL FUNCTIONS

1. Assist in maintaining student records and provide feedback as requested by teacher.
2. Conduct instructional activities outlined by teacher and works with students to develop various skills.
3. Assist with supervision of students with instruction or activities that may fall within or outside the classroom environment.
4. Assist with maintaining a safe, neat and orderly classroom.
5. Follow district guidelines in maintaining classroom management, discipline and confidentiality.
6. Provide orientation and assistance to substitute teachers.
7. Participate in required staff development, faculty meetings, special events, and district sponsored activities.
8. Assist with the preparation of instructional materials and classroom displays.
9. Perform other duties as assigned.

SPECIAL EDUCATION

10. May assist special needs students with feeding, diapering, toileting, hygiene, lifting, positioning, transferring to and from wheelchair.
11. May provide assistance to students using crisis intervention techniques and other behavior modification procedures.

PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts/carries 10–25 pounds frequently, 25–40 pounds occasionally, more than 45 pounds infrequently with assistance. Pushing/pulling 10-35 pounds sporadically. Maintain emotional control under stress. Continual walking, standing, stooping, kneeling, bending, twisting. Work indoors and outdoors in varying climate conditions. May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others.

REPORTS TO: Classroom Teacher

TYPE OF ASSIGNMENT: Part/Full-Time, Non-Exempt

MINIMUM DAILY RATE: \$76.02
\$83.76

PAY GRADE: E2
E4

WORK DAYS: 183

NOTE: *Individuals recommended for hire to an Instructional Assistant position or any other position requiring SBEC certification will be required to submit appropriate applications and fees as determined by SBEC to obtain certification.*

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a Job Match Profile form (available in Human Resources or at www.nisd.net).

External Applicants – Submit a completed Application for Auxiliary and Classified Employment and Job Match Profile form (available in Human Resources or at www.nisd.net), and copies of required credentials to support the qualifications as posted in the job announcement.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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