Cedar Hill Independent School District
Job Description

Job Title:	Kindergarten, Pre-K, Pre-K3 Aide	**Wage/Hour Status:**	Nonexempt
Reports to:	Principal and Teacher(s) Assigned	**Pay Grade:**	500
Dept./School:	Assigned Campus	**Number of Days:**	187
Funding Source:	State Compensatory Education (SCE)		

Primary Purpose:
Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of a certified teacher.

Qualifications:
Education/Certification
High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills
Ability to work well with children
Ability to communicate effectively

Experience
Some experience working with children.

Major Responsibilities and Duties:
Instructional Support
- Assist teacher in preparing instructional materials and classroom displays.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.

Student Management
- Conduct instructional exercises assigned by the teacher; 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 teacher informed of special needs or problems of individual students.

Other
- Participate in staff development training programs to improve job performance.
- 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

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.