



Flour Bluff Independent School District Job Description

JOB TITLE: Content Mastery Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Principal

DATE REVISED: 12/04

PRIMARY PURPOSE:

- The role of the Special Education Content Mastery Aide, in responding to the unique needs of students, is to interact effectively with the assigned teacher within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists the teacher in preparing instructional materials and work.
2. Provides appropriate individual and group instruction under the direction of the teacher.
3. Assists the teacher in maintaining an orderly classroom environment for learning.
4. Exhibits effective communication with students.
5. Displays cooperativeness in working with students, teachers, and other school personnel.

6. Demonstrates knowledge of district and administrative policies applicable to the position.
7. Exhibits maturity and emotional control.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Dresses and grooms appropriately.
10. Exhibits punctuality and dependability in performing his or her job.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, peers and administrators.
13. Participates in staff development and professional growth activities.
14. Perform duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Personal computer and peripherals; standard instructional equipment

Posture:

Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

Frequent walking

Lifting:

Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment:

Work inside, may work outside, regular exposure to noise

Mental Demands:

Maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.