



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** SDGC Classroom Campus Aide

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 187

**REPORTS TO:** Principal

**DATE REVISED:** 12/05

### **PRIMARY PURPOSE:**

- The role of the Classroom/Campus Aide 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. The Classroom/Campus Aide's office role is to perform general office duties to assist the Curriculum Supervisor and the Assistant Principals on the campus.

### **QUALIFICATIONS:**

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

### **MAJOR RESPONSIBILITIES AND DUTIES IN THE CLASSROOM:**

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.

### **MAJOR RESPONSIBILITIES AND DUTIES IN THE OFFICE:**

1. Prepare materials and files for the Curriculum Supervisor and Assistant Principals.
2. Answer and direct incoming calls.
3. Maintain disciplinary files.
4. Track office referrals.
5. Prepare ISS list and after school detention lists.
6. Distribute list by email.
7. Prepare advisory tutorial list.

### **OTHER RESPONSIBILITIES AND DUTIES:**

1. Demonstrates knowledge of district and administrative policies applicable to the position.
2. Exhibits maturity and emotional control.
3. Accepts and performs additional school related assignments in a positive and efficient manner.
4. Dresses and grooms appropriately.
5. Exhibits punctuality and dependability in performing his or her job.
6. Adheres to proper channels when communicating ideas, problems, etc.
7. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
8. Participates in staff development and professional growth activities.
9. Participates in staff development and professional growth activities.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including computer and peripherals; standard instructional equipment

#### **Posture:**

Moderate standing; occasional kneeling, squatting, bending, and stooping

#### **Motion:**

Moderate walking

**Lifting:**

Regular light lifting and carrying (less than 15 pounds)

**Environment:**

Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

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