



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Pre-K Instructional Assistant **Wage/Hour Status:** Non-Exempt
Reports to: Campus Principal **Pay Grade:** Clerical/Paraprofessional Employee
Dept./School: Assigned Campus Pay Grade 1
(\$13,987.60 - \$20,869.20)
Initiated Date: July 20, 2004
Revised Date: February 7, 2011

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: Assist the teacher to achieve teaching objectives by working with PK LEP individual students or small groups to help them achieve the skill levels of the class as a whole.

Qualifications:

Education/Certification: High School Diploma or G.E.D. and 48-College hours or 2 years postsecondary education
Para-Professional Certificate (Process to State Board of Educator Certification (SBEC) when hired.)

Experience/Knowledge: Proficient in English and Spanish - Bilingual. Following oral and written directions, working effectively with others; learning rapidly, interpreting and applying laws, rules, and classroom procedures. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Major Responsibilities and Duties:

1. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual PK LEP students.
2. Work with individual PK LEP students or small groups of PK LEP students to reinforce learning of material or skills initially introduced by the PK Bilingual teacher.
3. Assist the PK Bilingual teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual LEP students, their needs, interests, and abilities.

4. Operate and cares for equipment used in the PK Bilingual classroom for instructional purposes.
5. Help PK LEP students master equipment or instructional materials assigned by the PK Bilingual teacher.
6. Distribute and collects workbooks, paper, and other materials for PK Bilingual instruction.
7. Guide independent study, enrichment work, and remedial work set up and assigned by the PK Bilingual teacher.
8. Assist with the supervision of PK LEP students during emergency drills, assemblies, play periods, and field trips.
9. Keep bulletin board and other PK Bilingual classroom learning displays up to date.
10. Assist with such large group activities as drill work, reading out loud, and storytelling in the PK Bilingual classroom.
11. Read to students, listen to students read, and participates in other forms of oral communication with PK LEP students.
12. Assist PK LEP students in library or media center.
13. Check notebooks, corrects papers, and supervises testing and make up work, as assigned by the PK Bilingual teacher.
14. Check and records PK LEP student attendance.
15. Help PK LEP students with their clothing.
16. Assist with lunch, snack and clean up routines of Pre-K Bilingual classrooms.
17. Alert the Bilingual teacher to any problem or special information about an individual student.
18. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the PK Bilingual teacher.
19. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
20. Participate in all service-training programs, as assigned.
21. Perform other duties as assigned in regards to the Pre-K Bilingual classrooms.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written in English and Spanish); interpret policy and procedures; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions, prolonged use of computer. Works with frequent interruptions, moderate standing, stooping, bending and lifting.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

I, _____, certify that the foregoing statements describe the general purpose and responsibilities assigned to this job. Any other duties assigned must pertain to the Bilingual/ESL Program. I understand that this position is contingent upon the Bilingual Education Allotment Funds that have been awarded to the La Joya ISD and does not further obligate the La Joya ISD to employ the applicant once the state funds have ended. I understand the requirements and acknowledge that I have received a copy of this job description.

Employee Signature: _____

Date: _____