



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

Job Title: Time Out Instructional Assistant **Wage/Hour Status:** Non-Exempt
Reports to: Campus Principal **Pay Grade:** Clerical/Paraprofessional Employee
Dept/School: Assigned Campus Pay Grade 2
(\$15,184.40 - \$22,724.24)
Initiated Date: November 18, 2002
Revised Date: January 31, 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: Provide in school suspension students with the individually tailored help, counseling, and learning experience they need to make progress toward educational goals established with his/her limitations in mind. Maintain a high structural and orderly environment.

Qualifications:

Education/Certification: High School Diploma or GED, 48 college hours or two years postsecondary education
Para-Professional Certificate (Process to State Board of Educator Certification (SBEC) when hired.)

Knowledge/Skills: Ability to work well with students
Ability to follow verbal and written instructions
Ability to communicate effectively

Major Responsibilities and Duties:

1. Assist teachers to determine specific learning problems, skill deficiencies, or social adjustments difficulties of students and initiates remediation programs in these areas.
2. Provide students with tutoring for other classes.
3. Evaluate each student in terms of initial needs and progress toward remediation.
4. Prepare progress reports and year-end evaluations.
5. Make available a wide range of teaching materials and equipment, including reading materials at many levels, instructional games, resource materials.
6. Counsel students in identifying and dealing with their academic and social problems.

7. Provide opportunities for students to explore life and career goals.
8. Establish and maintain standards of individual student behavior.
9. Work closely with other teachers to help the students maintain satisfactory class-work, homework, and behavior.
10. Perform basic attendance accounting and similar record-keeping functions.
11. Maintain confidentiality.
12. Perform other duties as assigned by the Principal.

EQUIPMENT USED:

Copier, typewriter, audiovisual equipment and personal computer

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:

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)

Employee Signature: _____

Date: _____