

BOLING INDEPENDENT SCHOOL DISTRICT

VACANCY ANNOUNCEMENT

DATE: December 12, 2017

Position Title:

Educational Aide

Location:

Newgulf Elementary School

Salary Range:

\$9.45 - \$11.45 at 7.5 hours per day

Length of Work Year:

187 work days per year

Position Summary:

Assist the teachers in the preparation and management of classroom activities and administrative requirements. Work under the supervision of a certified teacher.

Position Requirements:

High school diploma or GED and completed at least 2 years of study at an institute of higher education; **OR** obtained an Associates Degree (or higher); **OR** meet a rigorous standard of quality and can demonstrate through a formal state or local assessment:

- 1) knowledge of and the ability to assist in instructing, reading, writing and mathematics; **OR**
 - 2) knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate
- Valid Texas educational aide certificate
Ability to work well with children
Knowledge of general office equipment
Some experience working with children

Illustrative Duties:

Uphold and enforce school rules, administrative regulations, and state and local board policy.
Assist the teacher in preparing instructional materials and classroom displays.
Work with individual students or small groups to conduct instructional exercise assigned by the teacher.
Assist with the administration and scoring of fitness testing instruments or work assignments.
Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom and before school.
Keep the teacher informed of any special needs or problems of individual students.
Assist in maintaining a neat and orderly classroom.
Assist in inventory, care and maintenance of equipment.
Assist the teacher in keeping administrative records and preparing required reports.
Participate in staff development training programs, faculty meetings, and special events, as needed.
Provide orientation and assistance to substitute teachers.
Use copier, typewriter and audiovisual equipment.

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal; maintain emotional control under stress.

Physical Demands:

Moderate standing, stooping, bending and lifting.

Application Procedure:

Contact Lindsay Mahalitic, Personnel Secretary, Administration Office

Application Deadline:

December 26, 2017 or until filled

AN EQUAL OPPORTUNITY EMPLOYER