SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Special Assignment Class Aide
Salary Block: 304

Reports To: Campus Principal
Terms of Employment: 183 Days

Exemption Status: Non-Exempt

Primary Purpose:
The primary purpose of this position is to provide targeted instructional support and interventions to students.

Qualifications:

Education/Certification/Requirements
- High school diploma or equivalent
- Associates Degree or 48 college credit hours

Special Knowledge/Skills:
- Demonstrate ability to effectively communicate with district employees, parents, and students

Experience:
- Experience working with students and parents

Major Responsibilities and Duties:
1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Helps students master equipment or instructional materials assigned by the teacher.
3. Distributes and collects workbooks, papers, and other materials for instruction.
4. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
5. Conducts Saturday and after school detention as needed.
6. Assists with general clerical office duties as necessary.
7. Assists students in the library or media center, as assigned.
8. Checks notebooks, correct papers, make-up work and supervises testing, as assigned by the teacher.
9. Checks and records student attendance.
10. Alerts the appropriate personnel to any problem or special information about an individual student.
11. Maintains the same high level of ethical behavior and confidentiality of student information as is expected of fully licensed teachers.
12. Participates in in-service training programs, as assigned.
13. Assists in the administration of the language testing of bilingual students.
14. Upholds and adheres to safety rules and policies of the SISD safety program.
15. Supports the goals and objectives of the school district and follows all district policies.
16. Demonstrates the ability to attend work on a regular and routine basis to prevent disruption to district operations.

ADOPTED: 3-5-85
AMENDED: 11-6-90, 3-2-93, 8-24-95, 5-21-01, 8-16-02, 6-13-03, 11-19-04, 2-10-06, 7-25-06, 3-5-13, 10-5-16, 10-23-17
Special Assignment Class Aide

17. Performs any other duties as assigned by the appropriate supervisor.
18. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal); maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________
Employee Name (please print)

______________________________________________  _________________
Signature                                           Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 3-5-85 AMENDED: 11-6-90, 3-2-93, 8-24-95, 5-21-01, 8-16-02, 6-13-03, 11-19-04, 2-10-06, 7-25-06, 3-5-13, 10-5-16, 10-23-17