



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Title I - Instructional Aide III

**Salary Block:** 314

**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 at-risk students.

### Qualifications:

#### Education/Certification:

- High school diploma/equivalent or higher
- 48 college credit hours from an accredited college or university approved by TEA or Socorro ISD CTE Education and Training Educational Aide I certificate
- Must qualify for required TEA paraprofessional certificate

#### Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, parents, and students

#### Experience:

- Must have experience working with students or parents as approved by the employing superintendent.

### Major Responsibilities and Duties:

1. Performs tasks and assumes responsibilities under general supervision of a certified teacher or teaching team.
2. Participates in selecting, planning, organizing, and evaluating instructional activities.
3. Assists teacher with the implementation of methodology and use of instructional media to yield an educational environment for all students.
4. Assists teacher with instructional activities.
5. Works with individuals or groups of students in a variety of educational experiences.
6. Relieves the teacher of selected exercises and instructional drills with students.
7. Performs equivalent activities determined by the district.
8. Maintains a high level of ethical behavior and confidentiality of information.
9. Participates in in-service training programs, as assigned.
10. Upholds and adheres to safety rules and policies of the SISD safety program.
11. Supports the goals and objectives of the school district and follows all district policies.
12. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
13. Provides optimal customer service to all students, employees, parents, community, members, and any other stakeholders of the district.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 1-16-97, 6-19-02, 6-24-02, 8-16-02, 6-13-03,  
2-20-08, 7-11-08, 8-19-10, 7-15-13, 10-5-16, 10-23-17, 5-19-2020, 8-15-2022, 10-11-2022

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

**Mental Demands:** Reading; ability to communicate effectively (written and 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.

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Employee Name (please print)

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Signature

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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 the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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