



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Temporary Pre-Kindergarten
Instructional Support

Salary Block: \$15.00 hourly rate

Reports To: Campus Principal

Terms of Employment: Temporary

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to support Pre-Kindergarten 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. Supports tasks under general supervision of a certified teacher or teaching team.
2. Supports teacher with the use of instructional media.
3. Supports teacher in reinforcing material or skills based on a sympathetic understanding of students, their needs, interest, and abilities.
4. Supports individuals or groups of students in a variety of educational experiences.
5. Supports the teacher with selected exercises and instructional drills with students.
6. Supports independent study, enrichment work, and remedial work for students set up and assigned by the teacher.
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. Performs other duties as assigned by supervisor.
14. Provides optimal customer service to all students, employees, parents, community members, and any other stakeholders of the district.

Temporary Pre-Kindergarten Instructional Support

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.

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

ADOPTED: 04-17-18

AMENDED: 07-10-18, 07-19-18, 07-25-18, 8-15-2022, 10-11-2022