

CLARENDON CISD
VACANCY ANNOUNCEMENT

Position Title: Classroom Instructional Aide

Position Summary:

- Assist teachers in the preparation and management of classroom activities and administrative requirements, including in a Special Education setting. Work under the supervision of a certified teacher.

Qualifications:

Education/Certification:

- High School diploma or GED a must – Associates or Bachelor's Degree Preferred
- Must successfully pass Accuplacer/TSI proficiency exams (before employment) in Reading, Writing & Math. (Discuss with Campus Principal) * This is a Title 1 Highly Qualified Requirement.

Special Knowledge/Skills:

- Ability to work well and patiently with children
- Ability to communicate effectively

Experience:

- Experience with school-age children

Duties and Responsibilities (examples):

- Assist teacher(s) in preparing instructional materials and classroom displays
- Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
- Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

Salary

- As per the local salary schedule

Length of Work Year:

- 10 month

Application Procedures

- Complete and submit an application

The application is available in the Administration Office or on the district website, Clarendonisd.net under Quicklinks, Employment Opportunities, Support Staff Application

Application Deadline

- Until Filled