

**Killeen Independent School District
Job Description**

Job Title: At-Risk Aide I
Reports To: School Principal and/or Assigned Teacher(s)
FLSA Status: Non-exempt

SUMMARY:

Assists identified at-risk students with meeting the state's academic achievement standards by working with individual at-risk students or small groups of at-risk students under the direct supervision of a teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists identified at-risk students individually or in groups to reinforce learning concepts initially introduced by the teacher

Assists identified at-risk students individually or in small groups in the computer lab

Reads to identified at-risk students, listens to identified at-risk students read, and participates in other forms of oral communication with identified at-risk students

Assists with the supervision of identified at-risk students during emergency drills, assemblies, and field trips

Discusses assigned tutoring subject with classroom teacher to coordinate instructional efforts

Operates and cares for equipment and instructional materials, as assigned by the teacher

Reinforces subject matter to identified at-risk students utilizing a variety of methods and techniques

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the At- Risk Aide works closely with identified at-risk students, faculty, and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses:
Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or verifiable experience as an educational aide or other related experience as approved by the district.

Middle School and/or High School Requirements:

High school diploma or general education degree (GED) certificate and verifiable experience as an education aide or other related experience as approved by the district.

CERTIFICATES, LICENCES, REGISTRATIONS:

State Board for Educator Certification for Educational Aide I.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students identified as at-risk, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and carry 15-44 pounds; occasionally lift and carry 45 pounds and more; may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised Date: February 14, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

NOTE: On non-Title I or Title I Targeted Assisted campuses, At-Risk Instructional Aides must work only with identified at-risk students. On Title I School-wide campuses, At-Risk Instructional Aides may work with any child in need.