

**Killeen Independent School District
Job Description**

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

SUMMARY:

Assists the teacher to achieve teaching objectives by working with individual students and/or groups of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists students individually or in groups, with lesson assignments to present or reinforce learning concepts initially introduced by the teacher.

Demonstrates/models playing musical string instruments for students, listens to students perform, provides corrective feedback, and participates in other forms of oral communication and performance with students.

Distributes and collects papers and other materials for instruction.

Assists with the supervision of students during emergency drills, assemblies, concerts, contests and field trips.

Duties will include some after school requirements (supporting concerts, etc.) and some travel as needed.

Assists the teacher in keeping bulletin boards and other classroom learning displays up to date.

Serves as the chief source for information and help with any substitute assigned in the absence of the teacher.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

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

Presents subject matter to students utilizing a variety of methods and techniques such as lectures, discussions, and demonstration/modeling.

Assists students in all areas of the school and while attending events away from school.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such duties as may be assigned by teacher or principal.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the Educational Aide works closely with 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:

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, 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.