

**Killeen Independent School District  
Job Description**

**Job Title:** Pre-Kindergarten Aide I (3-year-old program)  
**Reports To:** School Principal and/or Assigned Teacher  
**FLSA Status:** Non-exempt

**SUMMARY:**

Assists the Pre-Kindergarten (3-year-old program) teacher to achieve teaching objectives by working with individual students or small groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists Pre-Kindergarten 3-year-old students individually or in groups, with lesson assignments to present or reinforce learning concepts initially introduced by the teacher.

Reads to Pre-Kindergarten 3-year-old students, listens to Pre-Kindergarten 3-year-old students read, and participates in other forms of oral communication with Pre-Kindergarten 3-year-old students.

Distributes and collects papers and other materials for instruction.

Assists with the supervision of Pre-Kindergarten 3-year-old students during emergency drills, assemblies, play periods and field trips.

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 Pre-Kindergarten (3-year-old program) teacher.

Discusses assigned teaching area with Pre-Kindergarten (3-year-old program) teacher to coordinate instructional efforts.

Operates and cares for equipment and instructional material, as assigned by the Pre-Kindergarten (3-year-old program) teacher.

Presents subject matter to Pre-Kindergarten 3-year-old students utilizing a variety of methods and techniques such as mini lessons, small group instruction, center activities, and supervised role-playing.

Assists Pre-Kindergarten 3-year-old students in the library, computer lab, or cafeteria.

Assists Pre-Kindergarten (3-year-old program) teacher in collecting data from formative and summative assessments pre-planned and assigned by the Pre-Kindergarten (3-year-old program) teacher.

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

Performs other such duties as may be assigned by Pre-Kindergarten (4-year old program) teacher or principal.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities; however, the Pre-Kindergarten (3-year-old program) 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:**

*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.

**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/or small group situations to Pre-Kindergarten 3-year-old 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 perform duties outside during inclement weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

**Revised Date:** February 16, 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.