

Killeen Independent School District Job Description

Job Title: On-Campus Placement Aide III
Department: Educational Services
Reports To: School Principal and/or Assigned Teacher
FLSA Status: Non-exempt

SUMMARY Assists the On-Campus Placement Teacher to achieve program objectives by working with students assigned to a behavior-controlled classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in the supervision of students in a behavior-controlled environment classroom.

Assists the On-Campus Placement Teacher in the preparation of assignments.

Checks notebooks and work assignments.

Prepares violation reports of students in violation of the student code of conduct, school policies, and On-Campus Placement rules; provides summary report to the Principal or designee.

Prepares students' records and folders.

Assists students individually or in groups with lesson assignments.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Administers make up work, tests and examinations for the teacher.

Distributes and collects papers and other materials of instruction.

Assists with the supervision of students during emergency drills.

Keeps classroom learning displays up to date.

Checks and records student attendance.

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

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

Prepares and develops teaching aides such as charts and graphs.

Presents subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion, and supervised role playing.

Operates and cares for equipment and instructional material.

Provides escort to students, as necessary.

Informs the regular subject matter teacher of any problems.

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

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities; however, the On-Campus Placement 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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE State Board for Educator Certification for Educational Aide III, and high school diploma or general education degree (GED) certificate.

LANGUAGE SKILLS Ability to read and and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small groups situations to students, other employees of the school district, 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 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or crouch; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 20 to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, 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 moderate.

OTHER QUALIFICATIONS Must take KISD teacher aide test.

Prepared By: Joyce Walker, Staffing Specialist

Prepared Date: October 21, 1998

Revised By: Tom Schatte, Professional Standards Administrator

Revised Date: August 16, 2004

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.