

# MABANK ISD

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District: Mabank

Status: Open

Posting Date: 8/20/2015

Closing Date:

Location : Mabank DAEP

Position: Aide, DAEP classroom instructional

Job Description: Supervise students assigned to DAEP for disciplinary reasons. Maintain a highly structured and orderly environment. Work under the general supervision of coordinator and immediate direction of a certified teacher on a daily basis. Provide instructional assistance to students. Assist in preparing, conducting and managing of classroom activities.

Job Qualifications: Education/ Certification:  
High School diploma or GED  
Valid educational aide certification  
Special Knowledge/Skills:  
Ability to work well with children  
Ability to follow verbal and written instructions  
Ability to use personal computer  
Ability to assist in instruction students  
Ability to work well with children  
Ability to communicate effectively

## Duties and

Responsibilities: Instructional support

1. Work with certified teacher and campus administrator to create and maintain an orderly and highly structured classroom environment
2. Work with individual students to complete assignments given by classroom teacher
3. Consult classroom teachers regarding student assignments
4. Assist teachers in preparing materials

Student Management

1. Manage student behavior
2. Record student attendance and disciplinary infractions
3. Supervise students during lunch and restroom breaks
4. Maintain confidentiality
5. Participate in staff development training programs, faculty meetings and special events as assigned

Equipment Used:

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1. Copier and personal computer

Working conditions:

1. Mental demands/ Physicals demands
2. Maintain emotional control under stress
3. Frequent standing, stooping, bending and lifting