



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Teacher Aide	<b>Job Code:</b> 600630	<b>Job Grade:</b> 06
<b>Reports To:</b> Campus Administrator	<b>Pos. No:</b> Various	<b>FLSA Code:</b> N
<b>Department:</b> Juvenile	<b>Loc. Code:</b> Various	<b>SIC Code:</b> 9131 <b>WC Code:</b> 8810
<b>Division:</b> Administrative Services/ Education Services	<b>CS Code:</b> C-JD	<b>EEO Code:</b> A11

**Summary of Functions:** Assists teachers in providing educational activities and experiences for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) or the Dallas County Juvenile Alternative Education Program (JJAEP).

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Assists the teachers in providing instructional subjects according to guidelines established by TEA, charter policies and administrative regulations.	45	E
2. Assists in administering students assessment testing and completing Individual Education Plans (IEPs) and other reports.	10	E
3. Assists with the implementation of lesson plans.	10	E
4. Assists with the implementation of appropriate instructional and learning strategies, activities, materials and equipment.	10	E
5. Assists students with individual tasks and instructional activities.	10	<u>E</u>
6. Gathers, files and maintains reports, records, materials, supplies and equipment, and ensures a neat and orderly work environment.	10	E
7. Performs other duties as assigned.	05	N

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. Two (2) years clerical/administrative experience or thirty (30) hours from an accredited college or university in a job related field of study or a combination of the two.

#### Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the

general public. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Standard office environment within a secured facility. Requires prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/05

Approved by Civil Service Commission on

Date 4/18/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.