



LA FERIA INDEPENDENT SCHOOL DISTRICT  
SERVICE AND SUPPORT VACANCY ANNOUNCEMENT

*An Equal Opportunity Employer\**

Date: 12/18/2023

**Position Title:** Educational Aide  
**Location:** District  
**Salary Range:** \$10.86-\$13.75 per hour  
**Length of Work Year:** 10 months/187 Days – School Year 2023-2024

### **Position Summary**

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

### **Position Requirements**

**Education/Certification/License:** High school diploma or GED, Valid Texas educational aide certificate, and at least 48 semester credit hours from an accredited college or university.

**Experience:** Some experience working with children

**Special Knowledge/Skills:** Ability to work well with children Ability to communicate effectively

### **Duties/Responsibilities**

- Assist teacher in preparing instructional materials and classroom displays.
- Assist with administration and scoring of objective testing instruments or work assignments.
- Help maintain neat and orderly classroom.
- Help with inventory, care, and maintenance of equipment.
- Help teacher keep administrative records and prepare required reports.
- Provide orientation and assistance to substitute teachers.
- Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
- Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- Keep teacher informed of special needs or problems of individual students.
- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting and special events as assigned.

### **Application Procedures**

**District Employees:** Submit letter of intent by deadline.

**Outside Applicants:** Apply online through Region One on **ONE\*APP** (include transcripts, credentials, etc.)

**Application Deadline** Applications will be accepted **until the position is filled.**

*\*Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. The district Title IX Coordinator is Lillian Ramos, Assistant Superintendent of Student & Support Services – Administration Office 956-797-8300.*