



**CERTIFIED**  
**JULY 23 2015**  
By Webb County  
Civil Service Commission

**Teacher Aide**  
Juvenile Justice Alternative Education Program

JJAEP/4  
Pay Grade: 9

**JOB SUMMARY**

This position assists in teaching students in the Webb County Juvenile Justice Alternative Education Program.

**MAJOR DUTIES**

- Assists in planning, preparing and developing various teaching aids, including bibliographies, charts and graphs.
- Presents subject matter to students utilizing a variety of methods and techniques, including lecture, discussion and supervised role playing.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Confers with parents on student progress; schedules parent conferences.
- Enforces the Student Code of Conduct, including the student dress code.
- Monitors student in the classroom.
- Assists in the administration of drug tests.
- Assists with serving breakfast and lunch.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of juvenile education principles.
- Knowledge of program policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the development of lesson plans.

- Skill in the delivery of instruction to juveniles.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Teacher assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include program policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the delivery of instruction to students. The variety of student needs contributes to the complexity of the position.
- The purpose of this position is to assist in teaching students in the Alternative Education program. Success in this position contributes the delivery of quality educational services to students.

#### CONTACTS

- Contacts are typically with co-workers, students, and parents.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects.
- The work is typically performed in a classroom.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

#### OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is not covered** under Civil Service; however, all other Webb County policies apply.

#### ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date