

**Flatonia Independent School District**  
**P.O. Box 189**  
**Flatonia, Texas 78941**

**VACANCY ANNOUNCEMENT**

**DATE:** October 22, 2019  
**POSITION TITLE:** Physical Education Aide  
**LOCATION:** Flatonia Elementary  
**SALARY RANGE:** Commensurate with FISD Auxiliary Pay Schedule  
**LENGTH OF WORK YEAR:** 187 days  
**POSITION SUMMARY:** Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for academic success. Possible coaching duties.

**POSITION REQUIREMENTS**

**Education:** High School Diploma  
**Experience:** School experience preferred  
**Licenses/Other:** Hold or be able to attain Educational Aide Certification

**ILLUSTRATIVE DUTIES:**

- Uphold and enforce school rules, administrative regulations, and state and local board policy
- Assist the teacher in preparing instructional materials and classroom displays
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher
- Assist with the administration and scoring of objective testing instruments or work assignments
- Assist in supervising students throughout the school day, both inside and outside the classroom
- Keep the teacher informed of any special needs or problems of individual students
- Assist in maintaining a neat and orderly classroom
- Assist in inventory, care, and maintenance of equipment
- Assist the teacher in keeping administrative records and preparing reports
- Participate in in-service programs, faculty meetings, and special events, as needed
- Provide orientation and assistance to substitute teachers
- All other duties as assigned by the supervisor

**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.

- Standing (at least 30 minutes per period)
- Stooping
- Bending
- Light to moderate lifting 15-44 lbs.
- Moderate to heavy carrying
- Ability to see and monitor students activity
- Regular attendance required

**WORK ENVIRONMENT**

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Inside and Outside
- Excessive heat
- Excessive cold
- Excessive noise
- Dust
- Unusual fatigue factor (such as excessive running etc.)

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities. Additionally, the minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certification(s) as determined by the hiring manager

**HOW TO APPLY:** Please complete the FISD application for employment found on the Flatonia ISD website. The website is located at [www.flatonisd.net](http://www.flatonisd.net). Please go to the Employment tab. Completed applications may be mailed (address at top of page) or e-mailed as an attachment to the contact provided.

**APPLICATION CONTACT:** Laura Kutac  
**E-MAIL:** [lkutac@flatoniaisd.txed.net](mailto:lkutac@flatoniaisd.txed.net)

**APPLICATION DEADLINE:** Position remains open until a quality applicant can be found.

**AN EQUAL OPPORTUNITY EMPLOYER**

Flatonia ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability.  
Title IX Coordinator, Robin Branecky , P.O. Box 189, Flatonia, Texas 78941 (361) 865-2941.

