



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Instructional Aide

Houston Gateway Academy is seeking dedicated and reliable Instructional Aides to support classroom instruction and student achievement across grade levels. Instructional Aides play an essential role in supporting teachers, reinforcing academic skills, and helping maintain a structured, safe, and positive learning environment aligned with the mission of Houston Gateway Academy to prepare scholars for college, leadership, and life. The Instructional Aide will work under the supervision of the classroom teacher and campus administration to provide instructional and behavioral support to students while promoting high expectations and academic excellence.

Key Responsibilities:

- Assist teachers with daily classroom instruction and preparation of instructional materials.
- Provide small group and individual support to reinforce academic skills in reading, writing, and mathematics.
- Support classroom management by reinforcing expectations and maintaining a structured learning environment.
- Supervise students in classrooms, hallways, cafeteria, and other assigned areas to ensure safety and appropriate behavior.
- Assist with grading assignments, organizing materials, and maintaining classroom organization.
- Support teachers with student interventions and differentiated instruction.
- Monitor and support student engagement and participation during lessons and activities.
- Assist with arrival, dismissal, lunch, and other campus duties as assigned.
- Maintain confidentiality of student information and adhere to school policies and procedures.
- Collaborate with teachers and staff to support student success and campus initiatives.
- Participate in professional development and campus training as required.

Qualifications:

- **High School Diploma/GED**
- **MUST hold One of the following: An Associate's degree or 48 college hours plus or Paraprofessional Certificate or State Board for Educator Certification (SBEC) Educational Aide Certificate**
- **Satisfactory outcome of a background check. Employees are responsible for a non-refundable fingerprinting fee (approximately \$50.00).**



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