

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Instructional Paraprofessional

PRIMARY PURPOSE

Assist the classroom teacher to provide for the physical and instructional needs of all students. Assist in the implementation of classroom programs, including self-help, behavior management, and instruction. Work under the general supervision of the principal and the immediate direction of a certified teacher.

Reports to: Principal

Wage/Hour Status: Non-Exempt

Location: West End Elementary School

QUALIFICATIONS

High School Diploma or GED
Ability to work effectively with children with disabilities
Ability to follow verbal and written instructions
Knowledge of general office technology

SPECIAL KNOWLEDGE & SKILLS

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
- Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
- Assist in managing behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed.
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
- Keep the teacher informed of any special needs or problems of individual students.
- Assist the teacher in keeping administrative records and preparing required reports.
- Maintain confidentiality.
- Participate in staff development programs, faculty meetings, and special events, as needed.
- Other duties as assigned by the Superintendent and his/ her designee.

NUMBER OF DAYS WORKED: COMPENSATION SCALE:

187 Days / Hourly Pay-Grade:

DATE TO ASSUME DUTIES:

August 01, 2024

APPLICATION PROCESS & TIMELINE:

Apply by completing the application at www.bellvilleisd.org and by sending a resume and letter of interest to Principal Tony Hancock, at thancock@bellvillebrahmas.org