

Boyd Intermediate/Middle School

Daniel Bourgeois, Principal

Tony Ramsey, Assistant Principal

940-433-9560 (Office)

Date: December 10, 2018

To: All Interested and Qualified Candidates

From: Daniel Bourgeois, Principal

Re: Paraprofessional/In School Suspension Aide

Job Summary:

This position provides full support to the school building staff including matters of a confidential nature while handling daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited time period. Serves as an assistant to the administration and performs related work as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School Diploma or GED Prior experience in public schools preferred.

Responsibilities and Duties:

- Create and facilitate a classroom environment of respect, collaboration, and discipline.
- Maintain a disciplined, educational classroom setting for students in grades 4 through 12.
- Assist the regular education classroom teacher with small group instruction and testing, modifications and strategies for special needs and 504 students.
- Facilitate a fully functioning classroom setting under the direction of a certified teacher
- Work with students on individual and group projects and maintain records of all related work.
- Assist the regular education classroom teacher with small group tutoring as needed.
- Assist with duties before school, in the lunch room and during afternoon dismissal.
- Maintain confidentiality about students and staff.
- Other duties as assigned during the work day.

Salary:

Hourly, CAT 3

Important Dates:

Interviews: Until the job is filled

Begin Work: January 7, 2018

Interested Applicants should mail or email resume and list of professional references to:

Daniel Bourgeois, Principal
500 Knox Ave
Boyd, TX 76023
dbourgeois@boydisd.net

It is the policy of Boyd ISD to provide equal employment opportunities to all qualified persons without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.