

Bellevue is seeking applicants for the position of paraprofessional or instructional aide. The primary purpose of the position is to provide instructional assistance to students and help meet the physical needs of students with disabilities. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of the principal and immediate direction of the certified teacher. Assist in preparing, conducting, and managing classroom activities. There may be an opportunity to help with coaching duties.

Candidates are required to have at a minimum a High School diploma and some experience working with children. Candidates should have the ability to:

- Assist in instructing reading, writing, and mathematics
- Ability to work with children especially with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

Major responsibilities of the position include:

- Provide instruction to students under the direction of the teacher; work with individual students or small groups.
- Assist teacher in preparing instructional materials and classroom displays.
- Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
- Recognize differences in each student's special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
- Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.
- Maintain confidentiality.

The position has mental and physical demand that include:

- Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory students, and lifting and moving adaptive and other classroom equipment
- Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)
- Work with frequent interruptions; maintain emotional control under stress

Interested applicants should contact Lori Shoemaker at lori.shoemaker@bellevueisd.org, call at 940.928.2104, send a resume to PO Box 38, Bellevue Tx 76228, or come to the office for an application.