

**JOB TITLE: Educational Aide Positions**

**SALARY:** Non-Contract -Hourly - At Will basis

**REPORTS TO: Middle School Principal and/or SCSSA Director**

**SCHOOL: Hemphill I.S.D.**

**CURRENT RESPONSIBILITIES:** To improve student achievement by assisting a licensed teacher in the implementation of an individualized education program (IEP); to assist in the instruction of students with moderate to severe learning and/or physical disabilities by providing individualized and small group instruction and; to assist with student data collection and perform a variety of duties. Requires aptitude and skill in working with the particular disability or learning needs of students. Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher. (Subject to change)

**QUALIFICATIONS:**

Educational Certification:

High School Diploma or equivalent

Paraprofessional Certification

Special Knowledge / Skills:

Ability to work well with children with special needs

Ability to communicate effectively

Assist teacher in preparing instructional materials to meet student IEPs

Self-starting, help with inventory, care, and maintenance of equipment

Follows directions well, flexibility, able to multitask

Help supervise students throughout school day, inside and outside classroom. Keep teacher informed of special needs or problems of individual students

Participate in staff development training programs to improve job performance

Experience:

Some experience working with children preferred

Contact: Jeremy McDaniel, Principal of Hemphill Middle School  
Office Phone: (409) 787-3371  
Fax Number: (409) 787-4005

**APPLICATION DEADLINE: Until position is filled**

**Posted: May 29, 2018**

**Hemphill ISD is an Equal Opportunity Employer**