

Employment Opportunity

Sierra Blanca ISD has an opening for Instructional Aide

Sierra Blanca ISD is in search of a highly-motivated and dedicated individual to help advance the aspiring vision of the board of trustees and administration to become the premier small school in Texas. The work is hard, but the potential rewards is immense.

Job Summary:

Full-time position (40 hours per week with some overtime required)

Plan and conduct engaging reading and research activities daily to students in a self-contained environment

Physically able to stand or sit for long periods of time

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Skills, Knowledge, Abilities:

Must have a high school diploma.

1. Ability to read, write and speak English sufficient to communicate with students and staff and to assist students with instruction.
2. Ability to add, subtract, multiply and divide, and perform basic arithmetic operations as needed to assist students.
3. Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, and web-based learning tools). Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
4. Ability to maintain composure in stressful situations and adapt in response to changing conditions.
5. Adapt to students' changing needs.
6. Ability to report work orally or in writing to supervisor as required.
7. Ability and dedication to carry out instructions furnished in written or oral form.
8. Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
9. Ability to work with a diverse group of individuals and is sensitive to individual differences.
10. **Ability to maintain confidentiality of information regarding students, employees and others.**
11. Ability to establish a supportive and compassionate relationship with students.
12. Ability to establish and maintain cordial and cooperative working relationships with students, staff and others contacted in the course of work.
13. Commitment and loyalty to Sierra Blanca School and the community of Sierra Blanca.

Must be willing to submit to a background check and meet the fingerprinting requirements for all public school employees. Must be willing to participate in training to meet highly-qualified paraprofessional status.

Salary commensurate with experience.

Please contact Danielle Sanchez at Sierra Blanca School for an application. Call 915-369-3741.