

JOB POSTING – INSTRUCTIONAL ASST. / ART PARAPROFESSIONAL

Full-time Position, approx. 7.5 hours per day, Monday – Thursday and some Fridays
Wage per Classified Wage Scale

REPORTS TO AND EVALUATED BY: Classroom Teacher, Building Administrator

EDUCATION:

- High school diploma or GED, preference may be given to applicants with experience and/or college education
- Preference may be given to applicants with library experience or knowledge and/or college education
- Upon hire the candidate must have 60 credits or pass PRAXIS to satisfy Highly Qualified Requirement

SKILLS REQUIRED:

- Ability to read, write, and comprehend simple instructions, short correspondence, and memos
- Ability to effectively present information in one-on-one and small group situations
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Communicate clearly and concisely, both orally and in writing
- Have strong organizational skills and must have experience using multiple computer software programs
- Have excellent public relation skills and ability to work with all staff members

PERFORMANCE RESPONSIBILITIES:

- Leads class instruction; and keeps accurate records
- Maintains a safe and orderly classroom environment
- Participates in appropriate in-service training programs as requested
- Operates standard school equipment such as laminator, copier, audiovisual, etc.
- Contributes to and maintains a positive attitude towards students, program environment, teachers, and program administration
- Performs other duties as needed that contribute to the well-being of the school.

Any BCSD staff interested in transferring to this position should submit a “Request for Transfer” form to the District Administration Office on or before 6/2/2026.

Posting Date: 05/26/2026.

Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.