



Paraprofessional Vacancy Richardson ISD

POSITION: SPECIAL EDUCATION AIDE – R NORTH JUNIOR HIGH

REPORTS TO: PRINCIPAL

PERIOD OF EMPLOYMENT: 10 MONTHS - DAYS 191

POSITION CONTROL: # 41212610

SALARY: LOCAL PAY GRADE: PQK

SALARY RANGE: \$24,826 - \$24,916

- QUALIFICATIONS:**
- High School diploma or equivalent
 - Experience working with children
 - Ability to work with children from diverse ethnic and economic backgrounds
 - Demonstrate organizational and interpersonal skills
 - Responsible, able to work independently, and multitask
 - Maintain confidentiality regarding students, staff and parents at all times

- MAJOR RESPONSIBILITIES**
- Assist teacher with instructional materials and classroom displays
 - Help to maintain a safe and orderly classroom environment
 - Assist the teacher as needed with lesson plans, make instructional presentations, conduct discussions, encourage practice, and correct students' work in a manner that promotes competence
 - Establish a positive rapport with students, parents and school personnel
 - Work with individual students or small groups so that they may attain grade-level proficiency, and to remediate diagnosed weaknesses
 - Assist students with physical needs and personal care, including feeding, bathroom needs and personal hygiene, cafeteria, bus and playground monitoring
 - Help manage behavior of students which includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed
 - Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs
 - Attend appropriate and required staff development to enhance instruction
 - Other duties as assigned

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: Christopher B. Goodson
 Dr. Christopher B. Goodson
 Assistant Superintendent - Human Resources

DATE: 04/30/2026

EQUAL OPPORTUNITY EMPLOYER
 The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.