3652 Blue Creek Road • Billings, MT 59101
Ph: 406-259-0653 • Fax: 406-259-9378

NOTICE OF JOB LISTING

TITLE OF POSITION: **Educational Paraprofessional (Aide)**

DESCRIPTION: Full-time position available for the 2026-2027 school year.

A paraprofessional is an educational worker who may or may not have a teacher's license who assists teachers with classroom management and organization. Also known as a teacher's aide, the paraprofessional provides a positive and nurturing guide for students **providing instructional, behavioral, and other support** to students in and outside of the classroom.

QUALIFICATIONS:

- High school diploma, additional education preferred
- Strong communication skills
- Flexibility
- Excellent written and verbal communication
- Ability to assist in classroom instruction and learning
- Great attention to detail
- Ability to work closely with children
- Excellent teamwork skills
- Ability to remain calm and patient at all times
- Knowledge of classroom subjects

DUTIES: (some duties but are not limited to)

- Providing staff support in an educational or childcare environment
- Work with children individually or in small groups by providing basic instruction on reading, writing, math, and other education related activities as assigned by teachers' directions
- Work with students with a variety of abilities
- Provide support to teachers
- Provide behavioral support
- First aid as needed
- Collaborate with teacher and staff on student needs
- Prepare education materials for daily programs
- Work with students to help them understand their classroom lessons
- Work with students who need extra supports
- Serve as a guide in instructing students on proper classroom behavior
- Help teachers keep records for grading and attendance
- Get materials and equipment ready to help teachers prepare for class
- Reinforce lessons by reviewing material one-on-one and in small groups with students
- Supervise students during lunch or recess, as well as in between classes or on field trips
- Assist students who need additional help learning a specific concept

HOURS AND WAGES: 7 hours per day following the school calendar, beginning wage is $16.25 DOE per hour.

Interested applicants may submit paperwork to Blue Creek School, District #3 or via email to bears@bluecreekschool.org. There is **not** an online application. Items should only include:

Letter of interest
Resume
3 Letters of Reference

APPLICATION DEADLINE: Open Until Filled

DATE NOTICE POSTED: November, 5, 2026

The purpose of the Notice of Job Listing is to advertise a job vacancy. It does not in any way represent an employment contract.

BLUE CREEK SCHOOL DISTRICT NO. 3 IS AN E.E.O. EMPLOYER