



Job Title:	Instructional Assistant	Reports to:	Lower School Principal
Department/Group:	Yellowstone Academy	Travel Required:	No
School:	Lower	Position Type:	Full-time, Non-exempt
Salary:	Commensurate with experience	Calendar:	10-Month

Organizational Overview

Founded in 2001 and rooted in the Christian faith, Yellowstone Schools collectively educates 600 children in Pre-K through 10th grade and will grow a grade each year to serve 12th grade by 2026. Yellowstone partners with students and families—regardless of financial means—to provide a life-changing education, develop a strong moral foundation, and prepare scholars for life beyond high school. The K-12 campus is located in the Third Ward, one of Houston's oldest historically Black neighborhoods.

Most students served live in communities without access to strong educational opportunities. With classes ranging in size from 16 to 20, our students experience a rich academic and co-curricular model while receiving bus transportation, two meals a day, and access to a comprehensive student support program.

Yellowstone Schools consists of a cooperative of two school systems: a lower school (a private Christian school serving PreK-5th grade) and an upper school (a tuition-free, public charter school growing to serve 6th-12th grade). The lower school and upper school are distinct legal and financial entities with separate governing boards. The name Yellowstone Schools reflects each school system's shared mission, vision, values, culture, and leadership. Each school complies with all applicable federal and state laws.

Position Summary

The Instructional Aide (Paraprofessional) supports classroom instruction by assisting teachers in delivering high-quality, engaging learning experiences for students. This role provides academic, behavioral, and supervisory support to ensure a safe and successful learning environment. The IA works under the direct supervision of a certified teacher and may serve in general education, special education, or specialized instructional settings.

Essential Duties

- Assist the teacher in implementing instructional activities, lessons, and assessments.
- Provides instructional support in the classroom, including assisting with and teaching Bible lessons in alignment with the school's faith-based curriculum.
- Provide individual or small-group student support to reinforce learning objectives.
- Support classroom management, behavior expectations, and positive student engagement.
- Help prepare, organize, and distribute instructional materials and classroom resources.
- Supervise students in the classroom, hallways, cafeteria, playground, assemblies, and during arrival/dismissal as assigned.
- Assist with accommodations and modifications for students with diverse learning needs.
- Always maintain confidentiality of student information.
- Monitor student progress and communicate observations to the supervising teacher.
- Support a clean, safe, and orderly learning environment.
- Participate in required training, meetings, and professional development.
- Perform additional duties as assigned by the campus administration or supervising teacher.

Qualifications

- Completed two years of study at an institute or higher education (Completion of 48 semester hours or equivalent of trimester hours)
- Associate's degree or higher preferred
- Meets a rigorous standard of quality and can demonstrate, through a local academic assessment, the knowledge and ability to support instruction in reading, writing, and mathematics

Knowledge, Skills & Abilities

- Ability to follow the teacher's plan and support instructional goals.
- Patience, flexibility, and a calm demeanor in fast-paced settings.
- Basic computer skills for classroom technology, online tools, and documentation systems.
- Ability to model positive behavior and support district expectations.

Professional Growth and Development

- Maintain a professional relationship with colleagues, students, parents, and community members
- Participate in staff development activities to improve job-related skills
- Keep informed of and comply with state and school regulations and policies for classroom teachers
- Attend and actively participate in faculty meetings and serve on staff committees, as needed

- Participate in an instructional culture that values feedback, seeks growth opportunities, fosters innovation, and always puts student achievement first
- Perform other duties as required and assigned

Work Environment & Physical Demands

The work environment can be very active and deal with a wide variety of challenges, deadlines and a varied and diverse array of contacts. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee will primarily work in a traditional climate-controlled office environment. The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus. Occasionally, the employee may work intermittently in outside weather conditions, including extreme heat and cold; specifically for events. The noise level in the work environment is usually moderate.

Compensation and Benefits

Base salary will be commensurate with qualifications and experience. Yellowstone Schools offers a competitive benefits package that includes medical (including HSA), dental, and vision insurance, retirement savings options, \$50K employer-paid life insurance, supplemental life (short-term disability insurance, cancer, hospital, accident), EAP, wellness day off and generous paid time off program, and 10-weeks paid parental leave.

Yellowstone does not refuse to hire, terminate, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, color, sex, or national or ethnic origin.