

THE DOSS SCHOOL

2025-2026 Employment Opportunity ELEMENTARY INSTRUCTIONAL AIDE

NEW POSITION!

About Doss CCSD

Doss CCSD is a small, rural district with big heart—and we're looking for an innovative, student-centered **Instructional Aide** to join our team! If you're passionate about personalized learning, strong community values, and making a lasting impact in a unique multi-grade classroom, we'd love to hear from you.

About the Role

This position will serve a **multi-grade elementary classroom** (grade levels to be determined), requiring flexibility, creativity, and a commitment to student learning and management. Assignments and specific responsibilities will be finalized after interviews.

Key Responsibilities

- **Assisting with instruction:** Helping students understand and complete assignments, providing extra practice on concepts, and reinforcing learning materials.
- **Classroom management:** Maintaining a positive and safe learning environment, assisting with student behavior, and ensuring classroom rules are followed.
- **Clerical and administrative tasks:** Preparing materials, making copies, taking attendance, and assisting with record-keeping.
- **Supervising students:** Monitoring students during recess, lunch, and field trips, and ensuring their safety.
- **Communication:** Working with teachers, parents, and other school staff to support student learning and address any concerns.

Qualifications

- High School Diploma or GED - REQUIRED
- Associate or Bachelor degree from an accredited university – PREFERRED
- Experience or willingness to provide instructional support in a multi-age classroom setting

Salary & Benefits

- \$1000 Transition Supplement (paid in August)
- Competitive salary based on experience
- Health insurance and leave benefits included

How to Apply

Interested candidates should submit a letter of interest and resume, Doss CCSD application and pre-employment survey, copy of teaching certificate(s) (if applicable), and university transcripts to:

Joe Geletka, Superintendent



jgeletka@doss.txed.net



P.O Box 50 | Doss | TX | 78618



830.669.2411



www.dossccsd.org

Nondiscrimination Notice:

Doss CCSD does not discriminate against any person on the basis of race, color, nation origin, gender, or age for admission, treatment, or participation in its educational programs, services and activities, or employment.

Doss CCSD is an Equal Opportunity Employer