



Frequently Asked Questions Paraprofessionals

PARAPROFESSIONAL – WHAT DOES IT MEAN?

The term 'paraprofessional' refers to a non-certified employee who works under the direction of a certified professional (such as a certified teacher, campus principal or certified administrator) in an educational setting. Secretaries, clerks, and educational aides would all be considered 'paraprofessionals'.

PARAPROFESSIONAL OPENINGS

If you are interested in applying to become a paraprofessional in Birdville, your first step would be to visit the Birdville website at www.birdvilleschools.net to complete an online application. To check for current openings, log in through your application (Employment > Job Postings/Employment Applications). Choose Continue/modify my application; log in; click the Employment App Tab and navigate to the Vacancy Desired section.

APPLICATION PROCESS

Once the application process is complete, applicants may log in through their application to access Birdville's Job Board. When applying for a specific posted position, please follow the online prompts to link your application directly to any position(s) of interest. Letters of intent and current resumes should be uploaded to your online application.

EDUCATIONAL AIDE CERTIFICATE

Applicants who wish to work as an Educational Aide (EA) in the classroom must hold an EA certification. In order to apply for an EA certificate, you must first be an employee of the district. Our paraprofessional office will be happy to assist you with this process after an official job offer has been extended by a Human Resources administrator.

LETTER OF INTENT

It is highly recommended that applicants attach a letter of intent (cover letter) and a current resume to their online application. Birdville ISD hiring administrators have access to our applicant database and are able to review all attachments.

INTERVIEW PROCESS

Please attach a cover letter and resume to your online application. Our campus principals and department hiring managers have access to our applicant database and actually conduct the screening and interview process at the campus/department level. Once the interview committee has selected a final candidate, the hiring manager submits a recommendation to Human Resources. An administrator from Human Resources will then contact the candidate to extend the official job offer.

TRANSFER REQUESTS

The online Employee Transfer Application is available to all full-time BISD employees. Beginning in March of each year, professional and paraprofessional staff may complete a transfer request application by logging on to the Birdville website at: www.birdvilleschools.net. Updates will be broadcast via our electronic newsletter, *The Birdville Bulletin*.



HUMAN RESOURCES

CURRENT JOB POSTINGS

[Current Job Postings/Employment Applications](#)

HR FORMS

[HR Forms/Helpful Information](#)

FAMILY MEDICAL LEAVE INFORMATION

[Visit FML Information](#)