



POSITION DESCRIPTION

Position Reports To:	Assistant Principal
Provides Services For:	Administration Faculty and Staff Students Families
Professional Qualifications:	High School Diploma or GED Able to maintain confidentiality Ability to relate and work well with students and adults Solid organizational and analytical skills Ability to coordinate, manage and prioritize
Personal Qualifications:	Personal relationship with God through Jesus Christ Person of integrity Evidence of spiritual maturity and clear Christian testimony Exhibits fruit of the spirit in actions and speech Active member of an evangelical church Able to maintain confidentiality
Supervision/Evaluation:	A formal/informal evaluation by the Assistant Principal each year
General Description:	The Paraprofessional provides support with general supervision of students, classroom assistance, and light cleaning duties of high touch surfaces.

Relationship to Faculty/Staff/Parents:

- Work together as a unit with other team members, rendering formal and informal assistance as necessary
- Support and encourage students, parents, and coworkers

Duties and Responsibilities:

- Effectively supervise and interact with the elementary students K-4 and teachers
- Support a school climate conducive to learning
- Assist individual students with learning tasks assigned by the teacher
- Monitor the class while the teacher works with individuals or groups
- Support teachers in the form of lunch duty and recess coverage.
- Communicate regularly and be available to meet on-going needs of supervising teachers
- Perform those duties requested by supervising teachers and appropriate administrator
- Support the Charger Care program with coverage in the form of either an AM or PM shift

- Clean high touch surfaces such as light switches, doorknobs, handrails, counter tops, and tables using soapy water or other cleaners (bleach and Lysol), based on an hourly cleaning schedule during the school day
- Follow procedures for the use of chemical cleaners, in order to prevent damage fixtures and high touch surfaces
- Be willing to secure a substitute certificate and be able to assume a substitute teacher role when called upon by supervisor
- Be a godly role model for students and assist with the Ministry of Teaching
- Observe the Mathew 18 Principle in all relationships
- Exhibit confidentiality regarding students
- Perform other duties as assigned

Physical Activities and Requirements:

Ability to perform the essential functions and basic duties of this position, as described above in a timely and efficient manner. Should have the ability to stand for long periods of time as well as completing repetitive motions. Exposure to cold/hot from seasonal weather changes, high noise levels, and odors from cleaning fluids.

Mental Activities and requirements:

Ability to perform essential functions and basic position, as described above, in a joyful, stable, and efficient manner.