

Position Description

IDENTIFICATION

Job Title: Lower School Paraprofessional (full time)
Direct Supervisor(s): Lower School Teacher & Lower School Principal

SUMMARY

The primary function of this position is to assist a classroom teacher in facilitating the teaching and learning process within a traditional classroom setting.

Prince Avenue Christian School (PACS) is a ministry of Prince Avenue Baptist Church (PABC), and the faculty and staff's conduct reflects on the church and school. Therefore, this employee agrees to conduct herself or himself in a Godly manner at all times and be under the authority of the school administration and PABC and to abide by the policies and statement of faith thereof.

RESPONSIBILITIES

- Demonstrate a positive attitude toward work assignment
- Assist teacher with lessons and daily classroom activities
- Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher
- Assist the teacher in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities planned by the teacher.
- Assist with bulletin boards and decorations for instructional purposes and for special events
- Supervise students as needed
- Communicate clearly and positively with students and all stakeholders
- Perform assigned non-instructional classroom duties such as snack time, class change routines, and toileting
- Serve as a source of information and assist any substitute teacher assigned to the class
- Attend staff meetings as required
- Demonstrate ethical behavior and confidentiality of information about students in school environment and community
- Maintain a cooperative working relationship with principal, supervising teacher, students, parents, staff and public
- Participate in professional learning activities which align with school improvement goals
- Perform other duties as assigned by the classroom teacher or principal

All faculty and staff are expected to play a formative role in the spiritual lives of students. This includes integration of a biblical worldview into all subject matter and lessons.

QUALIFICATIONS

- A committed Christian who is active in an evangelical church ministry
- Strong interpersonal skills
- Excellent communication and collaborative skills to work with faculty, parents, and administration
- Ability to establish and maintain effective working relationships with parents, students, and coworkers.

To be considered for this position, please complete the application on our website at www.princeave.org.