

Paraprofessional Educational Assistant

Job Family:	School	FLSA:	Non-Exempt
Salary Grade:	Hourly	Type:	Part-time/20 hrs wkly
Reports to:	Classroom Teachers/Principal	Status:	Non-Rostered

This position is responsible and dedicated to the church and school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. They should seek to use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry and empowering God's people to fulfill the Mission Statement of the church –

“Go and Make Disciples Who Share Christ’s Story with Love.”

Position Summary:

The Paraprofessional will assist teachers in the classroom helping a caseload of students in grades 1-3, supervise students outside of the classroom, or provide administrative support for teachers. The thriving paraprofessional is caring, compassionate, and committed to each student's success.

Key Duties:

- Assist an assigned caseload of students in grades 1st through 3rd (The student caseload and schedule will be assigned and passed down by homeroom teachers and the principal)
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teacher
- Responsible to work directly with children in classroom and not set up classroom or prepare materials etc. and stick to assigned schedule
- Assist and follow the instruction and guidance of the classroom teacher to prepare for student engagement
- Maintain confidentiality and correspond with parents only through oversight of classroom teacher

Minimum Requirements:

- High School Diploma or GED (college education/degree preferred)
- Experience working with children
- Christian and supportive Christian education system
- Effective communication skills; oral, written, and visual with adults and children
- Understanding of basic principles of childhood development
- Familiarity with educational software or willingness to learn
- Punctual, professional, and maintains well groomed/neat appearance
- Able to pass background check/specifically fingerprints
- First Aid and CPR certification

**Love the LORD and follow His plan for your lives.
Cling to Him and serve Him enthusiastically.**

Joshua 22:5