



Paraprofessional

Job Title: Paraprofessional

Reports to: Director of Learner Services

Profile: A Paraprofessional is a member of the Learner Services Team and provides direct support to assigned student(s) to promote academic success, independence, and growth. This role works in close collaboration with classroom teachers and operates under the supervision of the Director of Learner Services. The Paraprofessional is responsible for helping create a structured, supportive learning environment that enables students to reach their full spiritual, academic and physical potential in Christ. Responsibilities include implementing instructional supports and classroom accommodations aligned with student needs. The ideal candidate will have a vibrant faith in Jesus Christ as well as educational experience. This position has the potential to be full-time, depending on the needs of students. Salary commensurate with education and experience.

Spiritual Requirements:

- Evidence of an active and genuine faith in Jesus Christ
- Personal commitment to Christian schooling
- A belief that the Bible is God's inerrant and infallible word
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Must have a welcoming and winsome personality
- Evidence of successfully serving as a Christian role model for a number of years
- Willingness to live and serve as a Christian role model as outlined in the CCA Employee Handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Ability to communicate biblical truths to both students and adults
- Commitment to resolve professional and personal conflict biblically

Professional Requirements:

- Build and maintain a positive and collaborative working relationship with classroom teachers, interventionists, and parents in order to effectively monitor student progress and adjust support strategies as needed
- Effectively support students one-on-one or in small groups across multiple grade levels, learning environments and teaching styles ensuring their engagement and understanding
- Implement teacher-modified instructional materials and assignments to support student access and demonstration of learning
- Communicate clearly, professionally, and consistently with classroom teachers and Director of Learner Services regarding student needs and progress
- Support students in developing social skills, independence and self-confidence
- Participate in professional development opportunities to stay current with best practices in intervention strategies

- Participate in department and all-employee staff meetings and parent/teacher conferences
- Follow and uphold classroom procedures and behavior expectations established by the classroom teacher
- Identify challenges, offer solutions and contribute to problem-solving efforts
- Utilize the school's SIS program (FACTS) effectively to communicate and keep records
- Supervise assigned students in classrooms, hallways, and/or playground settings while reinforcing behavior expectations and modeling Christ-centered behavior
- Support classroom organization and cleanliness to promote an effective learning environment
- Agree to follow the policies and procedures set forth in the CCA employee handbook

Personal Requirements:

- Strong communication skills in both speech and writing
- Strong confidentiality in communications and personal information
- Patience, empathy and a genuine passion for helping students succeed
- Recognize the need for good public relations
- Represent the school in a professional manner to its constituency and the public

Education and Experience Requirements:

- High School diploma or equivalent; Associate's degree or higher in special education preferred
- Previous experience working with children with special needs and/or learning differences or in an educational setting

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry, lift, lower for extended periods of time. Ability to lift 50 pounds. The ability to perform physical activities related to student care and support. The ability to use fine motor skills including tactile while performing a task.

Acknowledgement:

I acknowledge that I have read the job description and requirements for the Paraprofessional position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

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