



Position Title: Paraprofessional/Support Service Assistant

Reports to: Direct supervisor – Educational Specialist; High School Principal

Hours: High School hours and High School calendar

Salary: Hourly, not to exceed 40 hours per week

Work Location: The Potter's House High School

Qualifications Required:

1. Ability to relate and communicate well with diverse students, parents, teachers, and staff
2. Organized and ability to maintain confidentiality as regards to student information.
3. Ability to take direction from teachers and supervisors.
4. Experience with Mac and/or PC computer technologies
5. Show initiative and the ability to assume responsibility with a minimum of direct supervision.
6. A complementary relationship to classroom teachers that results in teamwork, a free exchange of ideas, and enhanced problem-solving.
7. A personal relationship with Jesus Christ and strong commitment to the Christian education
8. Committed to the mission The Potter's House

Qualifications Desired (*preferred but not mandatory*)

1. Bachelor's degree
2. Spanish speaking

Students Served:

1. High functioning students with minor –mild Learning Disabilities, Cognitive and Emotional Impairments, Autism, and ADHD diagnosis
2. Other students who need academic support as assignment by the Educational Specialist

Primary Job Responsibilities:

1. Model a commitment to Jesus Christ in all interactions with students, staff and parents.
2. Assist in peer teaching/coaching (be a 'push-in assistant' in some classes)
3. Assist with providing adaptations in classroom assignments and curriculum.
4. Review classroom learning in preparation of tests.
5. Provide alternate testing assistance.
6. Support students with ADHD with organization and class preparations.
7. Organize volunteers for reading and proctoring exams.
8. Be a student's advocate with teachers and parents.
9. Help organize tutors.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply for the position posted, please send your resume and 2 letters of reference, and completed [employment application](#) to The Potter's House High School; Attention HS principal: Alf Clark, 2465 28th Street SW, Wyoming, MI 49519, and/or email them to: aclark@tphgr.org noting the position title in the subject line.