



Position Title: Paraprofessional/Support Service Assistant

Reports to: Direct supervisor will be the Educational Specialist; High School Principal

Hours: High school hours and High school calendar; full-time 8AM-4:30PM (30-minute lunch)

Salary: Hourly, not to exceed 40 hours per week; based on experience

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 with the 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 minimum 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
3. Special education experience

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 with assignments

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. Supervise and assist after school study sessions Monday-Thursday (3:35PM-4:30PM)
4. Assist with providing adaptations in classroom assignments and curriculum.
5. Potentially teach/supervise and support seminar 9, Science, English, Social Studies, and/or Math classes.
6. Review classroom learning in preparation of tests.
7. Provide alternate testing assistance.
8. Supervise study halls.
9. Support students with ADHD with organization and class preparations.
10. Organize volunteers for reading and proctoring exams.
11. Be a student's advocate with teachers and parents.
12. Help organize tutors and test/exam readers.
13. Potential sub for classes when needed.
14. Supervise and provide academic support for study halls and interventions.

Physical Requirements

Applicants who are, or become disabled, must be able to perform the essential job functions and meet basic job qualifications either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

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 Alf Clark, High School Principal, 2465 28th Street SW, Wyoming, MI 49519, and/or email them to: aclark@tphgr.org noting the position title in the subject line.