



## THE POTTER'S HOUSE JOB DESCRIPTION

<b>Position Title</b>	<b>PreK-Kindergarten Paraprofessional</b>
<b>Reports to</b>	Educational Specialist and PK-5 Principal
<b>Hours</b>	Full Time, School Calendar
<b>Exempt/Non-Exempt</b>	Nonexempt
<b>Salary/Hourly</b>	Hourly
<b>Benefits</b>	As offered per personnel policies
<b>Position Category</b>	Office & Administrative Support
<b>Position Calendar</b>	School Schedule

### Qualifications Required

1. Loyal and supportive of The Potter's House mission, vision, and values.
2. A personal relationship with Jesus Christ and strong commitment to the Christian education.
3. Ability to relate and communicate well with diverse students, parents, teachers, and staff.
4. Organized with the ability to maintain confidentiality as regards to student information.
5. Ability to take direction from teachers and supervisors.
6. Experience with Mac and/or PC computer technologies.
7. Show initiative and the ability to assume responsibility with minimum direct supervision.
8. A complementary relationship to classroom teachers that results in teamwork, a free exchange of ideas, and enhanced problem-solving.
9. Bachelor's degree (*preferred but not mandatory*).
10. Spanish speaking (*preferred but not mandatory*).
11. Special education experience (*preferred but not mandatory*).

### 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. Attend Morning Prayers.
2. Model a commitment to Jesus Christ in all interactions with students, staff and parents.
3. Assist in peer teaching/coaching (be a 'push-in assistant' in some classes)
4. Supervise and assist after school study sessions
5. Assist with providing adaptations in classroom assignments and curriculum.
6. Review classroom learning in preparation of tests.
7. Provide alternate testing assistance.
8. Support students with ADHD with organization and class preparations.
9. Organize volunteers for reading and proctoring exams.
10. Be a student's advocate with teachers and parents.
11. Help organize tutors and test/exam readers.
12. Supervise and provide academic support for study halls and interventions.

*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. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.*