



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	PRESCHOOL PARAPRO/TEACHER AID
Reports to:	Assigned Teacher and Principal
Department:	Preschool Educational Program
Hours:	Per offer letter
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly
Benefits:	As offered per personnel policies
Position Category:	Teacher Assistant
Position Calendar:	School Calendar

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshiping member of a Bible-believing Christ-centered church.
3. Committed to the mission of The Potter's House School.
4. Ability to relate to students, staff and constituents with understanding and warmth.

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers and other school events and functions, as directed by the Superintendent.
2. Assist classroom teachers as needed including but not limited to:
 - a. Supervising children.
 - b. Grading papers.
 - c. Making copies.
 - d. Plan events.
 - e. Help with Recess duties.
 - f. Assist with any project needed by the assigned teachers.

All other responsibilities as assigned by the Principal.