



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	Preschool Paraprofessional / Teacher Aide
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.

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.

To apply, please send your application to: The Potter's House; Attn: Janorisé Robinson, 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or email, noting the position in the subject line, to jrobinson@tphgr.org.