



PERIMETER SCHOOL
A Covenant Christian Community

Paraprofessional First and Second Grades

Job Description

Department: Perimeter School

Reports to: Lower Elementary Principal and Team Leader

Direct Reports: None

Position Type: Part Time

Purpose: To assist, support, and work closely with teachers, administrator, and other team members in providing educational benefits to Kindergarten, Pre-first, First, and Second grade students in our covenant setting.

Responsibilities:

- To assist supervision of morning area and to escort late students to their classrooms (pertaining to K and Pre-first)
- To assist teachers in implementing lessons, learning activities, and skills to reinforce learning with individual or small groups of students based on empathetic understanding of individual students, their needs, and abilities
- To support teachers with preparation of materials (e.g. copying, laminating, cutting, etc.)
- To escort students as needed during emergencies or routine visits to the clinic or offices
- To alert the classroom teacher of any student concerns
- To participate in the in-service training as requested
- To remain available to teachers until 12:30 (times may vary depending on team meetings)
- To be available serve as substitute teacher in the absence of the regular teacher

Competencies

- Able to work collaboratively with a team
- Servant's heart with a positive attitude
- Devotion to children and education
- Maintains personal, relational, and spiritual disciplines and understands and embraces the philosophies of our covenant school and its uniqueness as stated in our [Faculty Handbook](#)
- Able to demonstrate ethical behavior and confidentiality concerning all information regarding students and families in our school environment and community
- Able to support and respect policies and procedures relating to students and the school as a whole

Requirements:

- Authentic profession of faith in Jesus Christ
- Associate degree or higher
- Experience in working with young children, preferred

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date