



Borculo Christian School
Para-professional Job Description

Intro: This candidate will demonstrate their love for God, their passion for students, and their passion for teaching the word of God through every subject as a para-professional.

Title: Para-professional

Report to: Borculo Christian School Building Principal and Educational Support Services Director

Primary Responsibilities: The ideal candidate will...

1. Have a genuine passion for working in a Christian School
2. Have the ability to assist teachers in a Christ-centered and child-centered classroom.
3. Para-professionals must subscribe to our school mission. It is based on God's infallible Word, the Bible, and its explication in the ecumenical creeds and confessions of the Reformed tradition.
4. Have a genuine passion for working with students ages from Pre-K through 8th Grade.
5. Actively support and build a strong positive culture and learning environment.
6. Facilitate children's physical, cognitive, social, and emotional learning through lessons designed to develop skills appropriate to their ability and confidence levels.
7. Provide maximum participation for all students; differentiates as needed to ensure all students experience success.
8. Communicate in developmentally appropriate ways through a humane, sensitive approach that communicates that every child, regardless of ability, can succeed.
9. Demonstrate a growth mindset individually and support this development with all students.
10. Implement and support school-wide programs to include Love and Logic, Growth Mindset, Teaching for Transformation, etc.
11. Work cooperatively and collaboratively with team members, parents, community members, and partners to improve the instructional program and student success.
12. Communicate with parents and team members on student progress.
13. Maintain appropriate licenses and training hours as required.
14. Comply with Borculo Christian School Policy, State of Michigan, local, and federal laws.

Principle Tasks: The ideal candidate will...

1. While certification as a teacher is preferred, it is not a requirement.
2. This is a collaborative relationship with classroom teachers that fosters teamwork, free exchange of ideas, and improved problem-solving skills.
3. Having the skill to establish good relationships with students.
4. This educator allows for the ability to support and enhance different methods of teaching.
5. Will have the capability to keep student information confidential.
6. Will have the capability to follow instructions provided by teachers and supervisors.
7. Be capable of taking responsibility with minimal supervision.

Principle Tasks: in serving students...

1. Students in need of early intervention reading strategies
2. Students with identified learning needs, such as:

- a. Intellectual Disability
 - b. Learning Disabilities
 - c. ADD/ADHD
 - d. Autism Spectrum Disorder Position Functions
3. Provide direct instruction to students
 4. Perform limited screening and assessment
 5. Assist in peer teaching/coaching
 6. Assist with providing adaptation in classroom assignments and curriculum
 7. Pre-teach and re-teach identified general education material
 8. Provide alternative testing formats
 9. Attend planning/progress monitoring meetings
 10. Be a student advocate to general education teachers, administrators, and parents.
 11. Attend to student physical needs such as bathroom assistance.

Terms of Employment

1. Borculo Christian School is offering a para-professional position for the 2023-2024 school year. The position requires an estimated 7 hours of work per day, for a total of 180 days.
2. The work schedule runs from Monday to Friday and aligns with the academic calendar of Borculo Christian School. Para-professionals begin their workday at 8:30 AM and finish at 3:45 PM.
3. Borculo Christian School will cover the cost of all mandatory professional development.
4. At Borculo Christian School, the hourly wage for a para-professional is \$14.50.