



THE MASTER'S ACADEMY

"Pursuing spiritual and academic excellence with Christian families by going the second mile."

WWW.MASTERSACADEMY.ORG

Paraeducator - Learning Support Services

GENERAL DESCRIPTION

The one-on-one paraeducator provides dedicated support to help one specific student succeed academically, socially, and behaviorally. Working under the direction of a teacher or specialist, they assist with classroom participation, behavior management, and daily tasks tailored to the student's individual needs.

FLSA STATUS

Exempt - Professional

ACCOUNTABILITY

The Paraeducator is accountable to the Director of GOLD

SUPERVISES

The Paraeducator has no supervisory responsibilities.

QUALIFICATIONS

A. Ministerial: The Position

1. Shall be in agreement with TMA's Statement of Faith and with its Philosophy and Goals.
2. Shall give evidence of good moral character and shall agree to follow the guidelines, both on and off campus, of TMA's Statement of conduct.
3. Must have accepted Jesus Christ as personal Lord and Savior.
4. Must demonstrate conviction of a call from God to become involved in a Christian school ministry.
5. Must maintain a regular involvement in a church having a doctrine which is in agreement with TMA's Statement of Faith and which is biblically sound in its teaching.
6. Must be convinced of the importance of prayer and a daily time of meditation in the Word of God, actively pursuing a relationship with God.
7. Must demonstrate spiritual maturity, a teachable spirit, and a clear conscience before God and man.
8. Must have a workable knowledge of the Word of God.

B. Professionally: The Position

1. Must have a Bachelor's degree from an accredited university
2. Must successfully satisfy all other hiring qualifications, including criminal background check, reference check, and drug screening.
3. Must have the ability to relate well with students
4. Must have the ability to complement various teaching styles

5. Must have the ability to maintain confidentiality regarding student information
6. Must have the ability to take direction from teachers and supervisors
7. Must have the ability to assume responsibility with a minimum of director supervision
8. Must have the ability to collaborate with classroom teachers to build teamwork, a free exchange of ideas, and enhanced problem-solving skills.

RESPONSIBILITIES

A. Ministerial: The Position shall

1. Demonstrate spiritual development in attitude, actions and speech, showing a consistent walk with Jesus Christ.
2. Show by personal example the importance of sharing one's faith, prayer, Scripture memorization, and reading God's Word.
3. Follow the Matthew 18 principle in dealing with staff, parents, students, and administration.
4. Show support for the role of parents as primarily responsible for their child's education and assist them in this task.
5. Minister to students by encouraging them to accept Jesus Christ as Savior and to grow in their faith.
6. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, self-control, kindness, perseverance, and punctuality.
7. Meet everyday activities with emotional stability, objectivity, and optimism.
8. Develop and maintain rapport with students, staff, and parents to promote a positive learning experience.

B. Professional: The Position shall:

1. Demonstrate spiritual development in attitude, actions, and speech, showing a consistent walk with Jesus Christ.
2. Possess and present a flexible, collaborative professional approach to all responsibilities.
3. Develop and maintain a healthy rapport with students, staff, and parents to promote a positive learning experience.
4. Provide direct instruction to student(s)
5. Perform limited screening and assessment
6. Assist with providing adaptation in classroom assignments and curriculum
7. Pre-teach and reteach identified general education content
8. Provide alternative testing formats
9. Attend planning/progress monitoring meetings
10. Be a student's advocate to general education teachers, administrators, and parents
11. Assist in carrying out individualized student plans, focusing on student goals

SECOND MILE TRAITS

1. Demonstrate openness to discuss suggestions.
2. Demonstrate initiative, independence and decision making appropriate to the performance tasks of the position.
3. Make efficient use of time and resources available.
4. Provide well-organized, accurate work.
5. Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
6. Demonstrate a willingness to assist and work cooperatively with faculty and staff

members.

7. Display tact and courtesy when dealing with students, staff, and parents in person, by telephone or by email.
8. Respond efficiently by email or telephone, responding within 24 hours when appropriate.
9. Minister to students, parents, and colleagues by consistently pointing to Jesus Christ.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed the contents of my Job Description and that I am aware of the requirements of this position.

Signature

Date