



JOB DESCRIPTION

Job Title: **Teacher's Aide/Para-profesional**
Responsible to: HOS or their designee

Job Summary: Provides support to the teacher to ensure a safe and stimulating educational environment. Assists the teacher in planning and preparation for daily activities, aids instructional efforts of the teacher.

Work hours: Approximately 6 hours daily, non-exempt. Follows the MVCS published school calendar.

Essential Job Functions:

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities, aids instructional efforts of the teacher.
3. Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
4. Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
5. Assists children, individually or in groups, with lesson assignments to present or reinforce learning concepts.
6. Provides supervision assistants to the teacher during lunch and recess times. \
7. Serve as the classroom visiting teacher/Substitute Teacher, as needed or directed by the HOS of their designee.
8. Other duties that may be assigned by the HOS or their designee.

Qualifications

- HS diploma/GED
- Prior success working with elementary age children.
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement
- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.