Paraeducator Job Description

Department: Student Support Services (SSS)
Reports To: Educational Support Specialist (ESS)
Hourly Wage Range: $21.00 - $26.00

Position Summary

The Paraeducator supports the mission of Ripon Christian Schools by providing direct instruction, individualized assistance, and academic, behavioral, and developmental support to students within a Christ-centered learning environment.

As a member of the Student Support Services (SSS) team, the Paraeducator works collaboratively with classroom teachers and other school personnel while carrying out responsibilities established by the Educational Support Specialist (ESS). The position supports students with diverse learning needs, promotes student independence, and contributes to an educational environment in which every student is valued as an image-bearer of God.

Qualifications

The successful candidate shall:

1. Profess a personal faith in Jesus Christ as Lord and Savior and demonstrate a commitment to the mission, values, and Reformed Christian identity of Ripon Christian Schools.
2. Demonstrate a genuine love for children and a commitment to creating a Christ-centered environment where each student feels valued, respected, and included.
3. Relate effectively and compassionately to students with a wide range of academic, developmental, social, emotional, and behavioral needs.
4. Demonstrate the ability to provide individualized instruction and academic support appropriate to students' learning needs and abilities.

5. Work collaboratively with classroom teachers, SSS personnel, and school administration, contributing to a positive, team-oriented educational environment.
6. Maintain confidentiality regarding student information, educational records, and family circumstances in accordance with school policies and applicable laws.
7. Accept direction, supervision, and constructive feedback from SSS personnel and school administration.
8. Demonstrate initiative, dependability, sound judgment, and the ability to fulfill assigned responsibilities with minimal direct supervision.
9. Communicate professionally and respectfully with students, colleagues, parents, and other school personnel.
10. Demonstrate flexibility and a willingness to adapt to changing student needs, instructional environments, and assigned responsibilities.

Students Served

The Paraeducator may provide instruction and support to students with a variety of educational needs, including:

1. Students with specific learning disabilities or academic learning challenges.
2. Students with intellectual or developmental disabilities.
3. Students experiencing executive functioning challenges, including difficulties with organization, planning, attention, and task completion.
4. Students with social, emotional, or behavioral challenges requiring additional support.
5. Other students identified by SSS personnel or school administration as needing supplemental educational assistance.

Essential Duties and Responsibilities

Under the supervision and direction of the Educational Support Specialist, the Paraeducator shall:

1. Direct Instruction and Academic Support - Provide direct instruction to individual students or small groups, including targeted instruction, skill development, academic intervention, and reinforcement of classroom learning, as assigned by the ESS.
2. Student Engagement and Learning -Assist students in participating meaningfully in classroom activities, peer learning, cooperative projects, and other educational experiences. Adapt instructional approaches and support strategies to address individual student needs.
3. Behavioral Support - Implement established student behavior support plans and intervention strategies, using positive reinforcement, consistency, appropriate redirection, and other approved approaches to promote student growth and success.
4. Physical and Personal Assistance - Provide appropriate assistance with students' physical, mobility, or personal care needs as assigned and consistent with school policies, training, and individual student support plans.

5. Development of Independence -Encourage students to develop self-confidence, personal responsibility, organizational skills, problem-solving abilities, and increasing independence in their academic and daily activities.
6. Instructional Collaboration - Work collaboratively with classroom teachers to coordinate student support, communicate student progress, and promote consistency between classroom instruction and individualized educational services. Maintain effective working relationships while remaining accountable to the ESS for assigned responsibilities.
7. Student Observation and Progress Monitoring - Observe, document when appropriate, and communicate relevant information regarding student academic performance, behavior, participation, and progress to the ESS and other appropriate school staff.
8. Classroom and Educational Assistance - Assist with classroom routines, preparation of instructional materials, student transitions, and other activities that contribute to an effective learning environment, consistent with assigned SSS responsibilities.
9. Student Safety and Well-Being - Help maintain a safe, orderly, nurturing, and respectful learning environment by following established school procedures, student support plans, and appropriate supervision practices.
10. Christian Witness and Discipleship - Model Christlike character, patience, compassion, integrity, and respect in interactions with students, staff, and families. Support the spiritual development of students through personal example, encouragement, and conduct consistent with the mission and Reformed Christian identity of Ripon Christian Schools.
11. Professional Responsibilities - Participate in assigned meetings, training, professional development, and other activities necessary to fulfill the responsibilities of the position. Maintain professional communication and follow established SSS and school procedures.
12. Additional Duties - Perform other related responsibilities as assigned by the Educational Support Specialist or school administration.

Supervision and Professional Collaboration

The Paraeducator is a member of the Student Support Services department and works under the primary supervision of the Educational Support Specialist, who provides direction regarding assignments, responsibilities, and performance expectations.

Paraeducators work collaboratively with classroom teachers and other school personnel to support student learning and promote consistency in educational services. While classroom teachers retain responsibility for instruction and classroom management within their respective classrooms, paraeducators remain accountable to the ESS for their assigned duties and responsibilities.

Effective communication, mutual respect, and professional cooperation between SSS personnel and classroom teachers are essential to meeting the educational needs of students.

Professional Expectations

All Ripon Christian Schools employees are expected to conduct themselves in a manner consistent with the school's mission, Statement of Faith, policies, and standards of Christian conduct.

The Paraeducator is expected to demonstrate professionalism, maintain appropriate boundaries with students, protect confidential information, support school policies and procedures, and contribute positively to the collaborative culture of Ripon Christian Schools.

Position Disclaimer

This job description is intended to describe the general nature and responsibilities of the position and is not an exhaustive list of duties. Ripon Christian Schools reserves the right to modify responsibilities and assignments based on student needs and school operations.