



# Lynden Christian Schools

## JOB DESCRIPTION

**POSITION TITLE:** Para-Educator

**REPORTS TO:** Principal

**WORKS WITH:** Inclusion Specialist and students assigned to them

**COMPENSATION:** \$14-\$15/hour DOE

**Purpose Statement:** An employee at Lynden Christian Schools must have a mature and growing commitment to Jesus Christ as Lord and Savior; desire to serve Christ through his/her gifts and abilities; be active in a local Bible-believing church; have a passion for and understanding of Christian education where faith is nurtured in the hearts and minds of young people; have a love for and enthusiasm to work with school-aged students. The employee must have views that are consistent with the LCS Mission and Philosophy, adhering to the highest ethics of the position.

### Desirable Traits and Attitudes

- Positive attitude
- Independent worker and team player
- Organized and Efficient
- Motivated
- Professional and ethical

### Major Duties and Responsibilities

1. Assist students in the classroom as directed by Inclusion Specialist and General Education Teacher.
  - Assist the targeted student/s by re-teaching, scribing, small group instruction, organizational coaching, and clarification of instructions.
  - Assist the teacher and targeted student/s with modified curriculum or differentiated instruction.
  - Assist student with self-care needs.
  - Assist with playground duty.
2. Assist students out of the regular classroom as directed by Inclusion Specialist.
  - Assist student that may need reinforcement of basic skills to support their classroom instruction. May be in a small group or one on one setting.
  - Reteach or give clarification instruction in an outside classroom setting.
  - Assist student that needs to be at a different level of instruction (modified curriculum).

3. There may be some minimal preparation of material to aid the General Education Teacher or the Inclusion Specialist to prepare lessons for targeted students.
4. Meet regularly with Student Support Team when establishing goals for the students, evaluating student needs and assistance, and participate in planning/changing services for meeting students' needs.
5. Keep anecdotal notes about student's progress.
6. Develop progress reports when assigned.
7. Review grades and assignments regularly of all assigned targeted students.
8. Communicate with parents on targeted student's progress as needed.