



THE FIRST HOPE

OF THE FIRST ACADEMY

Job Title: Paraprofessional

Department: The First Hope of The First Academy
<https://thefirstacademy.org/academics/first-hope/>

Reports to: Lead Teacher & The First Hope Principal

Job Summary: The paraprofessional will be a Christian who will support the lead teacher in inspiring special needs students to gain the knowledge and skill set for behavioral, academic, and spiritual development, consistent with The First Academy philosophies, vision and mission statement. This is a 10 month, hourly, and benefited position for full time employees.

Credentials:

- Demonstrate the ability and expertise to be an effective *Living Curriculum* teacher which means he/she is mature and growing, happy and healthy, humble and trustworthy, nurturing, relationship builder, parent partner, quality instructor, and motivator. For more detail click [HERE](#)
- Registered Behavior Technician (RBT) preferred <http://bacb.com/rbt/>
 - TFH has a supervisor on staff to complete weekly supervision requirements
- Experience in Applied Behavior Analysis (ABA) preferred
- Experience and passion in working with special needs students
- CPR certification preferred

Essential Job Functions:

- Assist lead teacher in all classroom tasks, including classroom break down and set-up.
- Primarily responsible for 2-3 assigned students, and willing to help with all students in the classroom at any given time.
- Creative, problem solving skills, multi-tasker, and team player in a special needs environment.
- Daily data documentation to track student progress in alignment with student goals.
- Assist with structured learning activities to help each child with their individual “mastered” and “current” goals.
- Assist in preparing appropriate weekly lesson plans including instructional objectives, planned activities, Biblical integration, assessments and resources, incorporating classroom technology to enhance instruction.
- Assist with planning, preparing and delivering lesson plans and instructional materials in a manner that facilitates active learning, effectively utilizing the basic elements of instruction; including but not limited to presentation of content, questioning techniques, responding to learner input and arrangement of learning

activities.

- Demonstrate the spiritual maturity, academic ability, and personal leadership qualities to inspire student learning, including the understanding of the knowledge and characteristics of the age group taught.
- Effectively manage classroom and behavior procedures to provide a positive classroom environment conducive to learning, including modeling effective teacher/parental partnering through timely communication with parents in support of student learning (e.g., posting of assignments, grades, conferencing).
- Actively participate in extracurricular activities in support of school initiatives.

Behavioral Requirements:

- Strong patience with special needs students and creativity in assisting students
- Learn and assist in implementing Behavior Intervention Plans.
- Willing to embrace lifelong learning, especially in Applied Behavior Analysis and assistive technology.
- Follow the Lead Teachers' verbal and nonverbal prompting to assist students.
- Assist in strong classroom structure, visual aides for students, and sensory activities.

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education.
- Feels called by God to the special needs profession.
- Present a positive image of the school to others and to the community.
- Recognize and assist parents to have primary responsibility before God for their children's education.
- Ability to maintain an appropriate work/life balance.
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact.
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others.
- Ability to maintain confidentiality pertaining to school/student matters.
- Experienced with using technology in a classroom environment; Apple products preferred.
- Embrace being a lifelong learner and ongoing development of professional skill set.

Physical Requirements:

	None	up to 1/3 (occasional)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods				X

Sitting for prolonged periods				X
Talking				X
Hearing audible alarms, voice commands with background noise				X
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls				X
Climb Stairs / Ladders				X
Balance		X		
Stoop, kneel, crouch or crawl				X
Reach, pull, push with hands and arms above head				X
Repetition-using an input device-a keyboard or mouse-in a steady manner			X	
Lifting up to 25 pounds with control				X
Pushing up to 25 pounds with control				X
Close vision with or without corrective lens. (<i>clear vision at 20 inches or less</i>)			X	
Distance Vision with or without corrective lens. (<i>clear vision at 20 feet or more</i>)			X	
Peripheral Vision (<i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i>)				X
Depth Perception (vision, ability to judge distances and spatial relationships)				X
Ability to maintain alertness and attentiveness up to 8 hours				X
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				X
Ability to smell				X
Ability to work in wet, humid conditions (non-weather)		X		
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold				X
Will include exposure to Bodily Fluids (blood, vomit)			X	

Noise Level-Loud Noise (Noise when raised conversation is needed)				X
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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.

Approved by: _____ **Date:** _____

Position _____