

## Job Description:

### Para Professional

#### **About Riverside Christian School**

Riverside Christian School has a long and proud history of excellence in meeting the educational and spiritual needs of families in the Grand Forks and East Grand Forks surrounding areas since 1982.

Riverside Christian School leads students to pursue their full potential by assisting families in providing a Christ-centered education. Our mission is to inspire students to pursue *Academic Excellence from a Biblical Worldview.*

#### **Description:**

Riverside Christian School is seeking a passionate, caring, self-motivated and dedicated para-professional willing to assist the primary teacher in educating children at the highest levels and to instill Christian Values in every child.

#### **Responsibilities and Expectations:**

- A professing Christian with a deep appreciation for the culture and values of Riverside Christian School and the surrounding Grand Forks community.
- Agree to the School's statement of faith and in all actions, glorify God.
- Assist the primary teacher in the classroom during math instruction, reading instruction, cooperative learning, etc.
- Work with small groups and/or individuals for specific needs as directed by teacher.
- Reinforce assignments.
- Provide remedial help to students.
- Provide enrichment.
- Assist and provide modifications to individual students needing extra help, particularly those students with identified learning disabilities.
- Correct student work when requested by primary teacher.
- Prepare classroom materials (i.e.-copies, laminating, collating documents).
- Assist in preparing student folder with classroom and office or class notes.
- Assist gym, music, library, and art teacher during the designate time period the students have those classes.
- Performs other duties assigned by the classroom teacher or administration.
- Supervise recess and lunch periods.

#### **Additional Responsibilities:**

- Assist administration with editing bulletins, mailings, sorting files database management utilizing Microsoft Office.