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| **Job Title** | *Paraeducator* |
| **Reports to** | *Assistant Principal of Administration* |

**Job purpose**

* A Paraeducator seeks to fulfil the mission of Lakes Church Academy by developing a Christ-centered environment where students receive a solid education from a biblical worldview.

**Duties and responsibilities**

1. Model Christian character and behavior at all times.
2. Be able to effectively share the Gospel when appropriate with students and their families.
3. For students who are Christians. Be able to identify a child’s spiritual maturity level and help them grow in their faith.
4. Work to promote peace and unity within the school body with Administrators, Pastors, fellow teachers, volunteers, parents and students.
5. Exhibit self-motivation, self-direction, leadership in and out of the classroom.
6. Assist the classroom teacher with curriculum adopted by the Academy, that aligns with the Florida B.E.S.T. standards.
7. Assist the classroom teacher with activities that are in accord with the standards, curriculum and emphasize integration of a Biblical worldview.
8. Assist the classroom teacher in maintaining an organized, engaging classroom environment using consistent, kind and structured discipline.
   1. Assist in maintaining orderliness and discipline in all activities.
   2. Assist with the safety of each student during school hours.
   3. Attend and participate in staff meetings, in-service trainings, and other meetings or other meetings or conferences classed by an Administrator.
   4. Assist in maintaining accurate and current student progress, discipline and attendance records. Input accurate grades weekly into our online platform.
   5. Assist in evaluating each student’s progress with tools provided by the Administrators.
   6. Assist in maintaining up-to-date lesson plans.
   7. Demonstrate a continuing effort to improve as a paraeducator.
   8. Work cooperatively with fellow staff members.
   9. Work to meet standards of excellence.
9. Perform other duties as assigned by the Head of School (Senior Pastor), Executive Pastor, Associate Pastor, the Assistant Principal of Administration and the Classroom teacher.

**Qualifications**

* A clear Christian testimony, a demonstrable mature Christian faith and a commitment to a biblical worldview.
* Supports and follows the leadership and vision of Lakes Church and Lakes Church Academy.
* Actively attending Lakes Church or a church of like faith.
* Affirm and comply with the Baptist Faith and Message (2000).
* Affirm agreement with the Employment Agreement and Faculty Handbook of Lakes Church Academy.
* Affirm agreement with the Statement of Cooperation for Lakes Church employees.
* Complete all background and employment screening of Lakes Church.
* Minimum of two years professional experience in classroom instruction.
* Confidential and trustworthy.
* Positive and hardworking.
* Professional, well-mannered, disciplined, and responsible.

**Direct reports**

A Paraeducator works under the supervision of the Classroom Teacher and the Assistant Principal of Administration. A Paraeducator is accountable to the Senior Pastor (Head of School), the Executive Pastor, the Associate Pastor and the Personnel Committee of Lakes church.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |