

# HPCS - Job Description

## Paraprofessional

**Reports To:** Principal

**Schedule:** 9 Month; August-May

**FLSA Status:** Non-Exempt; Hourly

**HIGHPOINT**  
CHRISTIAN SCHOOL

### HPCS Mission and Core Values:

As a ministry of High Point Church (HPC), High Point Christian School's (HPCS) mission is to develop students who are committed disciples of Jesus Christ through an excellent, comprehensive, Biblically integrated education program. HPCS achieves this through our four core values:

- Biblically integrated education program:** We believe scripture is the word of God, infallible, and the basis of all truth (2 Tim. 3:16). Therefore, we integrate the Bible into all aspects of our educational program and extracurricular activities.
- Developing Disciples:** We are called to make disciples of all people (Matt. 28:18). Therefore, we clearly present the gospel of Jesus Christ and nurture the growth of students as Disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes that glorify God.
- Collaborating with Parents:** "Train up a child in the way he should go, and when he is old he will not depart from it" (Proverbs 22:6) & "Two are better than one, for they have a good reward for their labor" (Ecclesiastes 4:9). In following this scripture, we will collaborate with parents by communicating regularly. We will listen and respond to parents' concerns and ideas. We will work with parents to discern the best course of action and serve within the school community.
- Excellent Education:** "In all you do, do it unto the Lord. Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23). We are committed to staff teachers who are of the highest caliber both professionally and spiritually. We expect our staff to take advantage of professional development opportunities. We are committed to using a Biblically integrated curriculum which exceeds national and State standards.

### Job Summary:

HPCS desires those who feel called to not only work with K-8th grade students, but also to work in a ministry. To fulfill this role specifically in our school ministry, a Christ-centered paraprofessional is needed. The ideal candidate will prayerfully help students learn attitudes and skills that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. This role involves working alongside an assigned teacher in a class with no more than 26 students (enrollment dependent), and working alongside other paraprofessionals during lunch and recess supervision. All paraprofessionals are expected to complete required training and coursework, which is provided by HPCS. We also desire that our paraprofessionals reflect the purpose of the school, which is to honor Christ in every class and every activity, and is implemented by the following details of this job.

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### Spiritual Expectations:

- Have received Jesus Christ as his/her personal Savior
- Believe that the Bible is God's word and standard for faith and daily living
- Be in agreement with HPC's Statement of Faith and HPSC's Christian Philosophy of Education\*
- Strive to be a Christian role model in attitude, speech, and action towards others; seek to continually cultivate your own spiritual growth

### Minimum Qualifications:

- Show evidence of Christian maturity
- Have a strong grasp of the essence of Christian education
- Holds a high school diploma or equivalent

### Core Functions

- Work closely with the assigned teacher to assist in the planning and implementation of classroom curriculum in an age appropriate manner to meet the cognitive, social, emotional, physical, and spiritual needs of the students
- Assist in classroom management and discipline of students; maintain control of students in a respectful and responsible manner at all times
- Assist with set-up and clean-up of the assigned classroom, as needed
- Assist with general classroom housekeeping, as assigned by the teacher or preschool lead teacher. This may include, but is not limited to: Lamination, photocopying, preparing bulletin boards, taking attendance, etc.
- Work alongside the paraprofessional team to supervise students during lunch periods and recess; follow and be cognizant of discipline procedures during this time

### Essential Functions

- Supervise the classroom/students when the teacher is not present, including when walking through the school hallways
- Follow any guidance provided by the Student Services team for students who may need additional support
- Defer parents to the classroom teacher for any questions or concerns regarding their student's academic, behavioral, and/or spiritual success
- Keep all required training current
- Be aware of all school safety standards and plans for both inside and outside the building

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- Follow procedures and expectation as set in the HPCS Employee Handbook
- Maintain confidentiality of sensitive school matters and information
- Perform other duties assigned by the classroom teacher or lead paraprofessional

### Supplemental Functions

- Work with the school administrator for any necessary coursework needed to meet ACSI or State requirements
- Attend any employee meetings and/or in-services, as deemed necessary by the school administrator
- Provide input and constructive feedback for administrative and managerial functions in the school
- Support the broader program of the school by attending extracurricular activities
- Perform any other duties assigned by the school administrator

*\*The HPC Statement of Faith and HPCS Christian Philosophy of Education can be found on the career opportunities page of our website. Copies can also be requested from our school office at any time.*