

HPCS - Job Description

Preschool Paraprofessional

Reports To: Preschool Lead Teacher

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 is 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 preschool students, but also to work in a ministry. To fulfill this role specifically in our school ministry, a Christ-centered preschool paraprofessional is needed. The ideal candidate will prayerfully help students learn attitudes, skills, and subject matter specific to the 3K/4K age level 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 preschool teacher in a class with no more than 16 students (enrollment dependent). There will also be collaboration with the preschool lead teacher and preschool team. All preschool paraprofessionals are expected to complete required training, coursework, and professional development, which is provided by HPCS and ICS (Impact Christian School). We also desire that our preschool paraprofessional, and all 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.

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 HPCS'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

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Minimum Qualifications:

- Show evidence of Christian maturity
- Have a strong grasp of the essence of Christian education, specifically for early childhood education
- Holds a high school diploma or equivalent
- Must meet the Association of Christian School International (ACSI) requirements for assistant preschool teachers-*coursework provided to meet requirements*
- Must meet the Wisconsin State requirements-*coursework provided to meet requirements*

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, including during outside play
- Assist with set-up and clean-up of the assigned classroom
- 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.

Essential Functions

- Supervise the classroom/students when the teacher is not present, including when walking through the school hallways
- Assist the Specials Teachers during the assigned time period of special classes (art, gym, library, music)
- 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 and preschool specific coursework current
- Be aware of all school safety standards and plans
- Follow procedures and expectation as set in the HPCS Employee Handbook and the Preschool Employee Supplement
- Maintain confidentiality of sensitive school matters and information
- Perform other duties assigned by the classroom teacher or preschool lead teacher

Supplemental Functions

- Work with the ICS Preschool Director and/or school administrator for any necessary coursework needed to meet ACSI or State requirements
- 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



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**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.*