

<p>EMERGE School Para-Professional (Teacher Assistant) Job Description</p>
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Compensation: \$20/hr.

Work Schedule: 20-30 hours per week during the school year (September-May), but flexible for more or less depending on experience and interest

Description: Para-Professional will be working closely with teachers to implement individual and small group instruction for students in grades K-5 in a collaborative elementary school atmosphere. Background in effective reading and math instruction would be beneficial. Supervision of lunch room and playground. A positive attitude, strong work ethic, effective communication skills, love for Jesus, and experience working with children is also necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):

- Tutors students individually or in small groups according to lesson plans or at the direction of classroom teachers.
- Assists in assessing students' language and math skills and tutors to reinforce learning activities.
- Assists teacher in classroom operation and maintaining discipline.
- Assists with set up of classroom and preparation of materials.
- Assists students with schoolwork, test taking, organization, studying and related tasks.
- Assists with attendance reports, grading papers and tests.
- Assists on outings, field trips and other outside of the classroom activities.
- Assists teachers or office staff with various clerical or administrative functions.
- Assists injured or sick pupils; contact parents for pick-up.
- Supervises students in common areas before and after school, at lunch, on the playground, or in the classroom when the teacher is temporarily absent.
- Insures student safety before and after school by supervising entrance/exit to the building, reporting unsafe motorists or traffic conditions to supervisor.
- Assists with other activities necessary for the effective and efficient operation of the classroom or program.
- Treats all matters of school business in a confidential manner.
- Performs other duties as assigned.

Qualifications: High school diploma or GED. Prior experience working with students preferred. The ideal candidate will be a "people person" with excellent communication skills; flexible and a self-starter. Candidate must agree with EMERGE School's Statement of Faith and be actively involved in a local church.

Application: Send resume to admin@emergemt.com