



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Para Educator
Department	Schools - Elementary
Reports To	Elementary Principal
Position Level	5
Position Status	Part Time - Non-exempt (less than 20 hours a week during the school year)

Job Purpose

The Para Educator is responsible for providing students with extra guidance and support. Additionally, the Para Educator will assist the Elementary Teacher and provide administrative support to Elementary staff.

Duties and Responsibilities

- I. Provide students with extra guidance and support outside or inside the classroom
 - A. Work with individual or small groups of students to provide extra help to students who are struggling with academic concepts or who have special needs.
 - B. Enrich and extend learning opportunities for students to promote excellence in education.
 - C. With the Elementary Teacher, collaboratively implement IEPs or 504 Plans through modifications and accommodations.
 - D. Monitor and track students progress by collecting data, grading assignments, and providing feedback to the teacher.
 - E. Administer assessments and document student progress as requested.
- II. Assist the Elementary Teacher
 - A. Help maintain classroom order and ensure that students are following instructions and staying on task.
 - B. Supervise students during classroom activities, transitions between activities, and lunch or recess periods.
 - C. Communicate concerns regarding students to the Elementary Teacher and/or Principal
- III. Provide administrative support to Elementary staff
 - A. Prepare instructional materials, such as worksheets, visual aids, and educational games, to support classroom instruction.
 - B. Perform office tasks such as copying, cutting, and coloring as needed

Qualifications

- I. Knowledge
 - A. Microsoft Office programs and Google Suite
 - B. Educational principles and practices, including instructional strategies, classroom management techniques, and assessment methods.

- C. Special education laws, regulations, and best practices.
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Patience to provide support and encouragement as students learn
 - F. Commitment to excellence and upholding ethical standards
 - G. Empathy to understand and respond to the diverse needs and experiences of students.
 - H. Flexibility and creativity to adapt instructional materials and develop alternative teaching strategies to meet the needs of students.
 - I. Passion for education and a commitment to making a positive difference in the lives of students.
- III. Skills
 - A. Effective time management and multitasking skills
 - B. Exceptional proficiency in finding solutions to challenges
 - C. Proficiency in collaboration and teamwork
 - D. Strong analytical abilities
 - E. Exceptional organizational skills to manage classroom activities, materials and resources effectively.
 - F. Interpersonal skills to build positive relationships with students and colleagues.
 - G. Instructional Support
 - H. Demonstrated positive behavior and classroom management competency.
- IV. Education
 - A. High School Diploma or GED required
 - B. Coursework, certification or work experience in education, child development, special education, psychology, or related fields is encouraged.

Physical Requirements

The mobility and stamina to move around and participate in energetic activities, as well as the ability to lift and carry materials and supplies weighing up to 40lbs. Flexible, with the capacity to bend, stoop, and kneel to interact with children at their level. Physical endurance is essential to withstand the demands of the job, which may involve prolonged periods of standing, walking and playing. Good vision and hearing are important for monitoring the safety of children and detecting signs of distress. Fine motor skills and manual dexterity for tasks like tying shoelaces and handling small objects. Clear verbal communication skills are important for interacting with coworkers and children. Comfortable working in hot, cold, or humid environments typically found indoors or outdoors.

Direct Reports

This position is not a supervisor for any staff member or volunteer.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and



must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date