



**Job Title:**

Elementary Paraprofessional and Aftercare Teacher

**Job Description:**

This position will provide for the educational, development, physical, mental, and emotional needs of the students in their care.

**Workdays & Hours:**

This is a 10-month full-time position (August – May) Monday-Friday 8:30am – 5:30pm.

**Position Summary:**

1. Support the needs of elementary teachers.
2. Update bulletin boards, make copies, grade completed assignments, and organize clutter.
3. Be honest, in good health, accurate, have a neat appearance, and courteous.
4. Execute activities that incorporate the goals of the director of curriculum and instruction.
5. Display a deep knowledge or desire to learn early childhood development.
6. Cultivate a warm and caring atmosphere for students.
7. Communicate with parents in person, over the phone, and on Brightwheel.
8. Maintain aftercare records of attendance and update Brightwheel.
9. Encourage and monitor appropriate social interaction of students.
10. Use creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.

**Qualifications:**

1. A Christian and active member of a local Evangelical church.
2. Be consistent and reliable.
3. 21 years of age.
4. Completion of 40-hour childcare certification.
5. Sign a declaration of ethical and moral integrity.
6. Pass a level 2 state and federal background check.
7. Must be extremely dependable and punctual.
8. Professional appearance and a friendly and personable disposition
9. Strong interpersonal communication skills, including the ability to work cooperatively and courteously with others and communicate with a variety of personalities in a tactful, pleasant, and professional manner.

**Salary & Benefits:**

1. *Hourly Rate* - \$13.00
2. *Sick/Personal Days* – Full-time employees earn 56 hours of sick leave per annual year.
3. *Tuition Discount* – Employees receive 50% tuition reduction for two of their children.
4. *Health Insurance* – Full-time employees qualify to participate in our group health insurance.
5. *Retirement* – Employees qualify to participate in our group 403B retirement savings plan.