



## **General Accommodations Program (GAP) Paraprofessional Job Description**

### **Job Posting**

Position Time: Starts July 31st, 2024 - May 23rd, 2025

Company Name: Dayspring Christian Academy

Pay Scale: Paid as an independent contractor through Title 1 Funds with District 6. This will be broken into a \$15.00 per hourly amount through the school year.

Benefits: N/A

Job Type: 32 hours per week, 80% employed (Monday-Thursday 7:15 am - 4:00 pm)

Min Education: BA/BS

Required Travel: 0-10%

Location(s): Greeley, Colorado, 80634, United States

Position Open: The application window will close on May 6, 2024

This 24-25 position (Monday- Thursday 7:30-4:00) will specifically include assisting students (JK-12th grade) to learn skills and content that will contribute to their achievement of reading and math standards as well as assisting the GAP teachers with clerical assistance.

If you are interested in this position, please complete a copy of the Dayspring employment application, which you can obtain on our website [www.dayspringeagles.org](http://www.dayspringeagles.org), and submit it to Loni Corliss, Secondary Principal, at [lorliss@dayspringeagles.org](mailto:lorliss@dayspringeagles.org). You will also need to submit unofficial transcripts and the pastor's recommendation form, which is also on our website.

### **Spiritual Responsibilities**

- Affirm that he/she is a "born again" Christian who has received Jesus Christ as their personal Savior and Lord (John 3:3, 1 Peter 1:23)
- Give testimony that he/she has a sense of God's calling to teach at Dayspring Christian Academy for the contracted school year (Romans 12:6-8)
- Demonstrate by precept and example the highest Christian virtue and personal integrity, serving as a Christian role model, both in and out of school, to students (Luke 6:40), parents, fellow staff members and other (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 5:18, 22-23; 1 Timothy 4:12)
- Faithfully fellowship at a local church whose teachings are in agreement with the school's Statement of Faith

### **General Responsibilities**

- To provide clerical and creative assistance to the GAP teacher

- To provide direct academic support in the GAP classroom to individual students as assigned by the GAP teacher. This may include, but not limited to such things as providing:
  - Minister to spiritual needs of students
  - Small group instruction
  - One-to-one instruction
  - Test assistance
  - Homework and missing assignment assistance
  - Modifying homework assignments
  - Teaching study skills, as well as organizational skills
  - 1:1 student end-of-the-day check-outs

### **Special Qualifications**

- BS/BA undergraduate preferred, but not required
- Proven ability to work cooperatively and effectively with colleagues
- Effective communication, collaboration, and interpersonal skills
- Ability to effectively teach small group instruction in the areas of reading and math.
- Ability in using student-level data to guide instructional decisions.
- Demonstrated expertise in oral and written communication.
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Motivate students to receive God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
- Lead students to a realization of their worth in Christ. Pray with and for students.
- Perform duties as assigned and scheduled by the GAP teacher, teachers and administrator.
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the playground for a good learning environment.
- Maintain a clean, attractive, well-ordered working environment.
- Implement plans that meet the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching, recognizing a variety of learning styles, to reach the whole child: spiritual, mental, physical, social, and emotional.
- Keep teachers adequately informed of student progress.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, respect and grace.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff and administration.

- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotions, in-service training, and accreditation committees.
- Know and follow the procedures for dealing with emergency situations.
- Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for your substitute.