



**General Accommodations Program (GAP)  
Full-Time Paraprofessional Job Description**

**Job Posting**

**Position Time:** Starts July 30, 2025 (New Employee Orientation), August 4, 2025- May 21, 2026

**Company Name:** Dayspring Christian Academy

**Pay Scale:** \$15.00 per hour (32 hours a week)

**Benefits:** Standard DCA Full-Time Benefit Package (Health Insurance, Telemedicine, Dental Saving, Life Insurance, STD, LTD, 403b Retirement savings, FSA (Dental & Eye only), FAMLI, and sick pay.

**Job Type:** Full-Time (Monday-Thursday 7:15 am - 4:00 pm and some Fridays)

**Required Travel:** 0-10%

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

**Position Open:** Until filled.

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, Elementary 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:
  - Small group instruction
  - One-to-one instruction
  - Test assistance
  - Leading and monitoring study halls
  - Homework and missing assignment assistance

- o Modifying homework assignments
- o Teaching study skills, as well as organizational skills
- o 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 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.
- Strong classroom management skills to balance relationships and accountability for students.
- Implement plans that meet the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- 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 professional development days/meetings as requested.
- 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.