

## PERSONNEL POSITION DESCRIPTION

**Position:** *TALENT DEVELOPMENT PARAPROFESSIONAL*

Employment Schedule: *10 month*  
Evaluation: *Annual*  
Reports to: *Talent Development Director*  
Compensation: *per Concord/Experience*

**Summary:** The Talent Development (TD) Paraprofessional is hired by the Director of Talent Development. A Talent Development Paraprofessional works under the immediate supervision of the Director of Talent Development. Paras provide oversight in study hall, assistance in class, and one on one help to students with learning needs.

### **Essential Duties and Responsibilities:**

#### **Department Qualifications:**

The TD para is responsible for:

- Oversee and help students in TD study halls as directed by Director of TD.
- Attend classes on a schedule assigned by the TD Director to help students gather, organize, and prioritize information and work in class.
- Maintain notes of student interactions.
- Oversee periodic testing of TD students.
- Supplement teacher instruction to support learning.
- Be familiar with the IEP/504 of students in TD.
- Assist teachers in providing services to meet students' personal needs and academic needs.
- Initiate and maintain collaborative relationships with students and teachers.

#### **Spiritual Qualifications:**

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Accept and support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to, and personal understanding of, the principles of a Christian education.

#### **Position Qualifications and Characteristics:**

- High School Diploma or equivalent.
- Preferred work experience in education.
- Punctuality and regular attendance.
- Effective written and verbal communication skills.
- The ability to adhere to strict confidentiality policies.