



Job Description – Paraprofessional

Organization Type: Faith-Based Nonprofit

Program: The Lampstand 's Residential Program,

Position Type: Full-Time

Department: Support Services

Direct Report: Director

Location: Greater Roanoke Valley Area, not remote

Hours: 40 hrs/week

Benefits: Accrued paid time off; no other benefits are offered at this time

Travel Requirements: Moderate

Driving Requirements: Must have access to reliable transportation

Physical Requirements: Must have the ability to administer physical restraints.

Education & Experience: A paraprofessional associate's degree, a bachelor's degree in child development or a related field may be advantageous, experience working with children, excellent communication and interpersonal skills, experience with educational software

Position Description

We are looking for a compassionate paraprofessional to assist virtual teachers with classroom lessons, activities, organization, and management, as well as supporting students with individual needs like an Individual Education Plan (IEP), 504 plan, and/or English language services. The Paraprofessional's responsibilities include assisting students while they receive virtual teaching by helping to teach new concepts or translating information for students to understand better, supervising students, and providing students with a positive, nurturing guide. The paraprofessional will deal with students, parents, staff, and the community in a professional manner, and follow and uphold safehome policies and procedures.

To be successful as a paraprofessional, you should demonstrate patience, compassion, and empathy when dealing with students, as well as professionalism when representing the Lampstand. You should have strong management and organizational skills, a basic understanding of classroom technology, as well as excellent communication and interpersonal skills.

Paraprofessional Responsibilities

Responsibilities include but are not limited to the following:

- Participating in lesson planning, including interim lessons for students awaiting the arrival of the students' home based curriculum
- Communicating with parents, guardians, school officials, and safehome staff
- Teaching academic and life skills lessons, leading small groups or individual instruction and discussions, and reviewing classwork.



- Communicating with students' home base schools, attending educational meetings as needed (IEP, 504 plan meetings, etc), and helping schedule and facilitate any state testing required by the students' home base schools.
- Organizing the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions
- Supervising students in and out of the classroom
- Attending to students' physical, personal, academic, and emotional needs
- Performing clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests and homework
- Ensuring the upkeep of educational materials, equipment, and supplies
- Tracking students' progress and preparing reports for the Program Director
- Assisting in counseling parents on the requirements and development of their children
- Document needs, goals, and progress of survivors
- Implement program objectives and performance standards as directed by management
- Respond appropriately to crisis situations and resolve resident issues/disputes following established policies and procedures
- Assists in creating a welcoming safehome environment
- Participate effectively as a team member through communication, cooperation, information sharing and problem solving
- Participate in staff training and programs as required. Any other tasks or duties as assigned
- Maintain healthy boundaries with survivors

Develop and Model Healthy Living for Volunteers and Staff:

- Maintain an active and growing relationship with Jesus
- Demonstrate a desire for spiritual growth as evidenced by her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (1 Corinthians 6:18-20)
- Speak the truth in love
- Lead by example in modeling a healthy lifestyle in body, soul, and spirit
- Develop intentional connections with the program participants and staff members
- Represent the Lampstand in a positive and professional way to the general public, students, parents, guardians, school officials, and staff
- Provide direction and encouragement to volunteers
- Maintain a flexible & positive attitude

Qualifications:

- Highly preferred fluent in Spanish & English
- Highly preferred background working in school system
- The ability to function independently and maintain self-sufficiency with minimal supervision



- Good interpersonal communication skills, flexibility, and willingness to shift priorities as needed
- Ability to interact effectively as a team member and independently with safehome staff and survivors
- Satisfactory preliminary criminal history background check as required by law
- A personal history of never having been shown by credible evidence (such as a decision of a court or jury, or a department investigation or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury
- Documentation of at least two professional, educational, or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children

Skills/Character Qualifications:

- Reliable
- Driven
- Team-oriented
- Maintain high standard of ethics, honesty, and integrity in all personal and professional matters
- Ensure the work environment is Christian-based, nurturing, wholesome, and loving