



Omaha Christian Academy: Paraprofessional

Location: Omaha Christian Academy (2 locations)

Reports To: Head of Schools

Work Schedule

Work hours are 8:00 AM – 3:15 PM Mondays through Friday (after school dismissal) when regular school hours are in effect; 8:00 AM – 2:15 PM the last Wednesday of each month (early dismissal/teacher Inservice days); and any school events that may lie outside of regular hours, as required by administration.

Employee Type: Part Time/Hourly

Job Description

Our paraprofessionals (paras) play a crucial role in supporting the teacher in supervision and guidance to the students, and in the reinforcement of teacher-set lesson plans. Our mission at OCA is to educate students in light of biblical truth. God's word is woven through our curriculum and guidance at all levels. All OCA employees serve as a Christian role model both in and out of school to pupils, and as an example to parents and fellow faculty/staff/board members in judgment, dignity, respect, and Christian living. All employees are expected to abide by all facets of the OCA Statement of Faith, Christian Philosophy, and faculty handbook.

Para Job Duties and Responsibilities

- Demonstrate excellent organizational skills, time management, both written and verbal communication, and interpersonal skills.
- Assist teachers with classroom management and organization.
- Support the teacher on behavior management throughout the school day, including in the classroom, lunchroom and playground.
- Prepare and organize classroom materials, including making copies, cutting out and assembling lessons, and coordinating with the front office on the supply of materials.
- Conduct activities and help students understand lessons.
- Assist the teacher in reinforcing expected hallway behavior while leading students to and from the classroom.
- Ensuring classroom cleanliness and safety standards are always met.
- Work with other staff to perform early elementary lunchroom duties, including passing out meals (kindergarten), helping students open and heat up (microwave) meals from home, and cleaning lunchroom tables and floors between classes.
- Helping students gather personal items for daily dismissal.
- Assist with field trips and school day events.

Physical and Mental Demands:

- Must be at least 19 years of age.
- Must be able to respond quickly in emergency situations.
- Must be able to lift, bend, stand and walk at an appropriate level for a preschool through elementary-level school environment.