

Elementary School Paraeducator (Part-time 20-25 hrs/wk)

Valley Christian Elementary School is seeking a part-time paraeducator for the 2022-23 school year. Our paraeducators perform a wide range of duties to support teachers and students succeed in the classroom. The candidate we are seeking should have some experience in a classroom setting and/or working with children.

At VCES, our students come to school with a wide array of abilities, interests, and backgrounds. It is the job of our faculty and staff to engage each individual student and develop a relationship that not only supports learning but provides mentorship and wisdom on the journey to adulthood.

Duties Include:

- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips and report any injuries or behavioral issues.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage.
- Utilize office machines (i.e. copier, stapler, scissors, computer, etc.) to prepare instructional material for use by students

The preferred candidate will:

- Have experience and be comfortable working with students on a 1-to-1 basis, as well as in small groups
- Have experience working with students in a class setting
- Have a minimum of a high school diploma
- Profess an active relationship with Jesus and be involved in his/her local Protestant Christian church.

Benefits Include:

- 403(b) retirement plan with matching employer contributions
- Tuition Discounts & Reimbursement
- Paid Personal Days and Sick Time
- Up to 9 paid holidays

For consideration, applicants must be willing to complete a LiveScan/fingerprinting and a drug screen. Please submit resumes and inquiries to hr@vcschools.org attn: ES PARA0722

About Valley Christian Schools

Valley Christian Schools strives for excellence in Christian education by partnering with Christian parents in meeting each individual student's needs. The school was founded in 1935 on the concept of parental involvement. Our schools are an extension of Christian family life, and we take seriously our obligation to be partners with parents in providing the best possible education for our students. Valley Christian Schools has over 1,300 students in preschool through 12th grade. We are located 25 miles south of Los Angeles near the border of Los Angeles and Orange Counties in beautiful Southern California.

Valley Christian Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.