

**Job Title: Paraprofessional
Position Description
Oak Grove Lutheran School
Spring 2024**

JOB TITLE: Paraprofessional
REPORTS TO: Elementary Principal
REVIEWED: April 2024

PREAMBLE

All employees at Oak Grove Lutheran School play a vital role in shaping the lives of young individuals. As such, they are expected to embody the mission of the school, act as exemplars of Christian faith development, interact respectfully, and maintain integrity in their conduct.

SUMMARY:

Oak Grove Lutheran School is seeking applications for the position of Paraprofessional to support elementary classrooms, effective for the 2024-2025 academic year. Founded in 1906, Oak Grove serves approximately 720 students from preschool through grade 12. Accredited since 1926, the school operates in accordance with the faith and confessions of the Evangelical Lutheran Church in America.

APPOINTMENT

This full-time position covers the duration of the school year.

ESSENTIAL DUTIES

The Paraprofessional's essential duties and responsibilities include:

- Supporting classroom teachers in one-on-one and small group settings.
- Assisting in the implementation of Oak Grove-approved curriculum.
- Providing individualized instruction tailored to student needs.
- Collaborating with teachers to adapt curriculum materials.
- Supervising students during recess to ensure safety and promote positive social interactions.
- Facilitating communication between teachers, students, and parents.
- Maintaining standards of student behavior conducive to learning.
- Assisting in the evaluation of student academic and social progress.
- Identifying student needs and making appropriate referrals.
- Coordinating with other staff, parents, and volunteers for classroom activities and field trips.

QUALIFICATIONS and REQUIREMENTS

An individual must be able to perform each essential duty satisfactorily. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Required attributes:

- Proficiency in verbal and written communication.
- Demonstrated leadership and collaboration skills.
- Familiarity with educational software and platforms.
- Commitment to creating an inclusive learning environment.
- Appreciation of the Lutheran faith.

Preferred attributes:

- Experience in educational settings.
- Supervisory experience.
- Knowledge of educational environments in North Dakota and Minnesota.

SUPERVISORY RESPONSIBILITIES

Supervision of students, volunteers, and other assigned individuals in the classroom.

OTHER SKILLS and ABILITIES

The Paraprofessional should possess:

- Strong language and mathematical skills.
- Proficiency in problem-solving and critical thinking.
- Ability to interact effectively with diverse individuals.
- Physical ability to meet the demands of the job.

WORK ENVIRONMENT

The work environment may include interaction with students, staff, and the public, requiring adaptability and multitasking.

COMPENSATION and BENEFITS

Salary and benefits are commensurate with experience and follow Oak Grove practices, including health insurance, retirement plans, tuition discounts, and more.

APPLICATION PROCESS

Candidates should provide a letter of application, a current resume and names and contact information for three professional references to:

Nicky Bogenreif
Human Resources and Payroll Manager
Oak Grove Lutheran School
124 North Terrace
Fargo, ND 58102
nicky.bogenreif@oakgrovelutheran.com

Application material may be submitted by e-mail or through U.S. mail.

PREFERENCE

Preference will be given to candidates with existing relationships with Oak Grove Lutheran School.

CONCURRENT SEARCHES

The Elementary Principal will oversee the evaluation process for this position.

EVALUATION PROCESS

Job performance will be evaluated in accordance with Oak Grove policies and practices.