



Phoenix Christian PREPARATORY SCHOOL

One-on-One Student Aide-PT Job Description

The 1-on-1 Student Aide provides individualized support to an assigned student to help the student access instruction, participate successfully in the school environment, and develop greater independence. The aide works under the direction of the R.I.S.E.N. teacher and R.I.S.E.N. Director and implements established accommodations, strategies, and supports.

The qualified individual must be an evangelical Christian committed to living a biblical lifestyle. He or she is expected to demonstrate patience, humility, integrity, and kindness while performing day-to-day duties. He or she must be committed to prayerfully working with administration, faculty, students, and parents to develop and maintain a school that is thoroughly Christian and academically excellent. The aide reports to the R.I.S.E.N. Director (Responding to Individual Students' Educational Needs).

Personal Qualifications

1. Be deeply committed to maintaining a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotion and prayer.
3. Demonstrate the joy of the Christian life through words, actions, and interactions with others.
4. Follow the Matthew 18 principle when addressing concerns with students, faculty, parents, and administration.
5. Encourage students to understand God's love and gift of salvation and to grow in their faith.
6. Demonstrate the ability to work graciously and effectively with parents, students, and school staff to support a unified and successful educational environment.
7. Demonstrate the ability to accept and fulfill responsibilities and make competent, professional decisions.
8. Demonstrate a willingness to participate enthusiastically in professional development and ongoing training.
9. Recognize the God-given role of parents as primarily responsible for their children's education and be prepared to support them in that responsibility.
10. Maintain a personal appearance that reflects Christian values of cleanliness, modesty, and good taste and is consistent with school policy.
11. Demonstrate a teachable attitude and a willingness to work collaboratively with others.
12. Respectfully submit to and support established authority and notify administration of any policy that the employee is unable to support.

Qualifications

1. Continuing education coursework from an accredited college or university is preferred.
2. Experience working with children with special needs is preferred.

Applicants for this position, which involves significant interaction with middle school or high school students, must have graduated from high school at least three years prior to applying.

Essential Duties and Responsibilities

1. Provide individualized support to an assigned student to promote access to instruction, participation in the classroom, and academic success.
2. Collaborate closely with classroom teachers and the R.I.S.E.N. team to implement accommodations, supports, and strategies identified in the student's Accommodative Educational Plan (AEP) and other school-directed support plans.
3. Support the student in accessing grade-level instruction and completing classroom assignments while maintaining high expectations and encouraging independence.
4. Provide academic support through teacher-directed strategies, including clarification of directions, organization, prompting, modeling, and other appropriate supports.
5. Gradually reduce prompts and assistance when appropriate to encourage student independence and avoid unnecessary dependence on the aide.
6. Support the student across assigned school settings, which may include general education classes, electives, transitions, lunch, testing environments, and school activities.
7. Assist the student with organization, time management, materials, classroom routines, and transitions as needed.
8. Provide appropriate behavioral support, redirection, and encouragement within the aide's training and the strategies established by the classroom teacher and R.I.S.E.N. team.
9. Observe and document relevant academic, behavioral, and/or functional information to assist the educational team in monitoring the student's progress and support needs.
10. Communicate observations and concerns promptly with the R.I.S.E.N. Director and participate in problem-solving as part of the educational team.
11. Assist with the preparation of instructional support materials, visual aids, organizational tools, and other resources as directed by the classroom teacher or R.I.S.E.N. team.
12. Provide approved testing accommodations and assist with monitoring assessments as directed by the classroom teacher and R.I.S.E.N. team.
13. Maintain confidentiality regarding student information and follow school policies and procedures related to student records, communication, safety, and privacy.
14. Maintain professional and appropriate communication with parents and families. Parent communication regarding student progress, concerns, services, or changes in support should be coordinated with the R.I.S.E.N. teacher and/or R.I.S.E.N. Director.
15. Participate in meetings, professional development, training, and collaborative planning as assigned to support the student's educational needs.
16. Follow all applicable school policies and procedures, including mandated reporting requirements related to suspected abuse or neglect.
17. Demonstrate professionalism, patience, flexibility, confidentiality, and a collaborative approach when working with students, families, teachers, administrators, and other school personnel.
18. Perform other related duties as assigned by the R.I.S.E.N. Director or school administration.

Hours

20 hours per week