

Position Title: Instructional Assistant Coordinator

Bellingham Christian School is currently seeking to hire a full-time instructional assistant who will be responsible for providing academic support for individual students & in small groups, scheduling, collaborating with classroom teachers, working with the IA team and teaming with the Director of Support Services.

Character profile

- Models a commitment to Jesus Christ, Christian education and the mission of Bellingham Christian School.
- Has a genuine love for children
- Has the ability to build trust with their students so that they can experience greater confidence, joy and success at school.
- Ability to team well with other staff members and communicate effectively
- Great organizational skills

Job Description

- Team with the Director of Support Services.
- Coordinate with staff to create the IA schedule for serving students.
- Serve as the point person for other IA's if there are questions or concerns about scheduling, student goals or behavior.
- Communicate with teachers about students in need of support, their assignments and goals.
- Collaborate with teachers to adapt or modify curriculum when needed.
- Responsible for parent communication related to services. This includes initial communication, registration for tutoring, answering parent questions, addressing concerns, exiting students and the enrollment of new students.
- Responsible for managing all student records including the student support evaluations.
- Provide academic support to individual or groups of students in math and/or language arts.

Qualifications

- Experience working with children in an educational setting.
- Completion of an AA degree or an approved para-educator assessment are desirable but not required to apply.