



JOB DESCRIPTION

Front Office/Float

Faith-centered special education support role with instructional, behavioral, and school-based clinical care responsibilities

Position Title	Office Support	Pay Range	\$18.00 /hr
Department	Special Education / Student Support	Classification	Hourly, Non-Exempt
Location	Golden Valley Campus	Reports To	Master Teacher
Grade Span	Kindergarten through 8th Grade	Schedule	School calendar; hours as assigned

Company Profile

Academy of Exceptionalities is a Christian private school and religious organization in Golden Valley serving students in kindergarten through eighth grade. Founded by a family deeply rooted in Christian values, the academy blends academic excellence with spiritual growth and maintains a low student-to-teacher ratio—typically around 4:1—to provide personalized attention, individualized support, and meaningful care for each student.

POSITION SUMMARY

Academy of Exceptionalities seeks a compassionate, dependable, and faith-aligned SPED Para Support professional to assist students in a Christ-centered learning environment. Under the direction of assigned teachers and school leadership, this role provides instructional reinforcement, behavioral support, personal care, and assigned school-based clinical care assistance for students with diverse academic, developmental, sensory, communication, and functional needs. The position requires sound judgment, calm supervision, and the ability to independently manage individual students or small groups at times while protecting student safety, dignity, and continuity of learning.

ESSENTIAL RESPONSIBILITIES

Office and Clerical Support

- Serve as a welcoming front-office presence by answering phones, greeting families and visitors, receiving messages, and directing communication appropriately.
- Support daily school operations by assisting with scheduling, student check-in/check-out, attendance-related needs, and general office coordination.
- Float between front office and student support assignments based on daily campus needs.
- Substitute for paraprofessionals and classroom support staff as needed, maintaining consistency, structure, and student supervision.
- Lead or assist with student pull-out groups for academic support, behavior support, skill reinforcement, or other assigned interventions.
- Supervise and manage small groups of students independently when assigned, following school expectations, routines, and safety procedures.
- Transport and transition students to therapies, specialized services, enrichment activities, restroom breaks, lunch, recess, dismissal, and other scheduled locations throughout the day.
- Help maintain calm, orderly, and safe student movement across campus during transitions.
- Provide active supervision during recess, arrival, dismissal, and other unstructured times to support student safety and positive behavior.



- Assist with behavior redirection, de-escalation support, and reinforcement of classroom and schoolwide expectations in a respectful, consistent manner.
- Support students with special needs by following teacher direction, care plans, therapy-related schedules, and assigned student accommodations.
- Collaborate closely with teachers, paraprofessionals, therapists, administrators, and families to ensure smooth communication and coordinated support for students.
- Complete basic clerical and operational tasks such as filing, copying, organizing materials, documenting messages, and maintaining accurate records as assigned.
- Exercise discretion and professionalism when handling confidential student, family, and school information.
- Help maintain a clean, organized, and mission-aligned front office and student support environment.
- Model Christian character in speech, conduct, and relationships with students, families, and staff.
- Support the faith-centered mission of the school by demonstrating compassion, patience, prayerfulness, and a servant-hearted approach in daily work.
- Participate in prayer, chapel support, and other faith-based school activities as assigned.
- Perform other duties as assigned to support the overall mission, safety, and daily function of Academy of Exceptionalities.

Collaboration, Communication, and Professional Practice

- Work closely with teachers, families, therapists, and other team members to support consistent student expectations and progress.
- Attend training, staff meetings, and student support meetings as requested; implement coaching and feedback with professionalism.
- Maintain strict confidentiality regarding student information, records, and family matters in accordance with school policy and applicable privacy requirements.
- Demonstrate reliability, punctuality, organization, professionalism, and a calm, student-centered presence.
- Perform related duties that support the mission, classroom functioning, and student success of the academy.

Faith and Mission Alignment

- Model Christian character, patience, kindness, humility, and respect in all interactions with students, families, and colleagues.
- Participate in prayer, devotions, chapel, and other Christ-centered activities that are part of the school day.
- Encourage students through biblical values, grace-filled redirection, and a nurturing approach to discipline and support.
- Serve as a positive representative of Academy of Exceptionalities and uphold conduct consistent with a Christian school environment.

QUALIFICATIONS

Required

- High school diploma or equivalent.
- Ability to work well with children in a school setting.
- Ability to supervise students independently and manage small groups when needed.
- Strong communication and interpersonal skills.
- Ability to stay organized, flexible, and calm in a fast-paced environment.
- Ability to maintain confidentiality and professionalism.
- Willingness to support the Christian mission, values, and daily faith life of the school.

Preferred

- Experience in a school, front office, childcare, paraprofessional, or student support role.
- Experience working with students who need academic, behavioral, or developmental support.
- Basic office and computer skills.
- CPR/First Aid certification, or willingness to obtain.
- Coursework or training in education, child development, special education, or a related field.



PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequent standing, walking, kneeling, bending, crouching, and floor sitting.
- May lift, transfer, push, or pull students and equipment with proper training and assistance as needed.
- May be exposed to bodily fluids and must follow hygiene, safety, and PPE procedures.
- Requires emotional steadiness, situational awareness, and the ability to respond calmly in a fast-paced school setting.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed in this role. Duties may vary based on enrollment, classroom assignment, student learning plans, clinical support needs, and school operations. As a Christian religious organization, Academy of Exceptionalities seeks team members who can actively support its faith-centered mission, educational philosophy, and community standards.