

Clovis Christian Schools Job Description

Position: Executive Director of Admissions and Student Affairs

Supervisor: Superintendent

Job Description:

Assist the Superintendent

Essential Duties and Responsibilities:

- Assist the Superintendent in implementing the District Employee plan and Strategic Plan
- Collaborate with District leadership to support the school, administrators, and all staff
- Serve as the District Student Admissions Coordinator
- Assist with implementation of PLCs and all growth plans for all employees of the District
- Address High School and Middle School student disciplinary issues
- Provide guidance and completion of Dual Credit High School Enrollment
- Coordinate College recruiter visits and College tours
- Supervise High School office personnel and functions

Additional Duties and Responsibilities:

- Student enrollment records processing
- Provide guidance, mentoring, information, and changes to policy and procedures to all staff
- Provide guidance counseling to students on an as-needed basis
- Assist and participate in 504 planning, meetings and implementation in classroom setting
- Maintain professional correspondence with all staff, students and families
- Maintain and update all student information and cumulative folders
- Conduct classroom visits as needed to maintain quality communication with teachers and principals
- Assist employees with personnel matters as appropriate
- Demonstrate knowledge of a variety of classroom behavior management methods and resources
- Deal with information that is confidential regarding personnel and labor relations issues
- Perform other tasks as may be deemed appropriate and necessary by Superintendent

Qualifications:

- Bachelor's Degree (Psychology or counseling credentials preferred).
- Valid driver's license.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable. (This includes, but is not limited to ACSI certification in process).

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing stairs, squatting, kneeling, driving and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

Clovis Christian Schools Job Description

Position: Principal

Supervisor: Superintendent

General Job

Description: The Principal will foster a Christ-centered environment and demonstrate Christian leadership, supervisory, and administrative skills to promote the intellectual, spiritual, social, and physical educational development of students in Grades PK-12th grade

Professional Qualifications

1. Master's degree with an emphasis in Educational Administration.
2. Possess or qualify for a New Mexico Administrative license.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable, which includes ACSI accreditation.

Christian Example

The elementary principal shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and school mission.
4. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40)
5. Be a member in good standing at a local church that is in agreement with the school's Statement of Faith.
6. Practices principles of Christian growth including prayer, Scripture memorization, and study, witnessing, and discipleship.
7. Demonstrate the health and physical ability as to perform the duties and responsibilities of an elementary principal.

Essential Duties and Responsibilities

1. Demonstrate foresight, examine issues, and take initiative to improve the quality of education at Clovis Christian Schools.
2. Use effective people skills to communicate.
3. Provide and maintain an environment where optimal student growth can take place.
4. Oversee day-to-day operations of Grades PK-6.
5. Enhance public relations with community members, parents, staff, and students.
6. Adhere to all admission standards for incoming students and families.
7. Supervise the operation of elementary student records and grade reporting.

8. Acquire approval from the Superintendent before exiting any student from CCS.
9. Coordinate Elementary Master Calendar of events with the Superintendent.
10. Develop curriculum for Grades PK-6.
 - a. Work with Superintendent, Secondary Principal, department heads, when appropriate, to maintain correlation of academic scope and sequence.
 - b. Implement curriculum goals as identified by the Corporate Board
 - c. Approve the purchase of textbooks, workbooks, teaching aids, and supplies that correspond with approved curriculum.
 - d. Observe classroom instruction and assist teachers in the development of curriculum.
 - e. Arrange or conduct in-service training for teachers regarding curriculum and instruction.
11. Establish class schedules, implement schedule changes, and advise teachers of unusual workload requirements to ensure continuity is maintained in the teaching process.
12. Supervise elementary personnel.
 - a. In cooperation with the Superintendent, participate in the hiring of new staff members. Superintendent will approve all recommendations and share with the Corporate Board.
 - b. Initiate and take appropriate personnel actions as required after review by the Superintendent,
 - c. Assure that teachers provide a professional learning environment while teaching only curriculum approved by the Corporate Board of Clovis Christian Schools.
 - d. Ensure effective, consistent classroom management principles are implemented in each teacher's classroom, and support teachers in maintaining discipline, as needed.
 - e. Complete formal evaluations for all faculty members: two per year (minimum) for first year teachers for the first two years and one per year for returning teachers who are on-cycle.
 - f. Determine training needs for assigned teachers.
 - g. Approve all personal leave and sick leave for individual staff and maintain a record for each staff member.
 - h. Provide administrative support for elementary teachers and support staff.
13. Comply with Clovis Christian School policies, rules, and regulations.
14. Follow proper safety and fire prevention practices. Conduct weekly inspections of entire area of responsibility to ensure continued compliance.
15. Prepare department, equipment, and supply budgets for submission to the Superintendent.
16. Counsel with teachers, parents, and students ensuring that potential problems are resolved or referred to the Superintendent when informal complaints arise.
17. Performs other duties as assigned.

Additional Duties and Responsibilities

1. Demonstrate willingness to work uncommon hours to ensure completion of duties. Principal may be subject to travel for training and/or special workshops or projects.
2. Supervise extracurricular elementary activities,
3. Assist in securing the facility at the end of the school day or after special events at the request of the Superintendent.
4. Perform on-the-spot decisions during the absence of the Superintendent. All decisions are to be based upon current policies and regulations and are intended to provide continuity for school operation and emergency situations.
5. Address student discipline problems referred by elementary staff. Make decisions regarding discipline in cooperation with the Superintendent. Required to document any discipline problems referred to the principal.

6. Coordinate with the Superintendent and Secondary Principal all PACE duties and events, Christmas Banquet classroom items and decorations, Grandparents and Mother's Day, Christmas Musical, Staff Appreciation, and Kindergarten promotions.
7. Maintain a familiarity with current educational issues through a process of ongoing personal development.
8. Develop personal growth through regular Bible study, prayer, church involvement, and faculty Bible meetings. Conduct Christ-centered counseling with students and staff.
9. Live an exemplary Christian life; counsel and discipline with consistency.

Reports to:

Reports to the Superintendent who is responsible for the management of Clovis Christian Schools. The Superintendent is available for consultation on any unusual problems that may arise and delegates to the principal continuing responsibility for management of the Secondary School on own initiative. Work will be evaluated annually for adequacy of education provided to students and compliance to policies and procedures.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling; must be able to see and hear the entire classroom, and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Fax machine, laminator, book binders, paper cutters, etc.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

CLOVIS CHRISTIAN SCHOOLS

JOB DESCRIPTION

Position: **Teacher**

Supervisor: Principal

General Job Description: The Teacher will provide Christian guidance and instructional experiences that are spiritually, academically and developmentally appropriate for each student assigned to that classroom.

Essential Duties and Responsibilities:

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and applies them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
11. Utilize appropriate discipline strategies up to and including safely restraining students.
12. Follow board policies and administrative rules and regulations.

Additional Duties and Responsibilities:

1. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills, and use of standard English.
2. Manage time appropriately.
3. Cooperate with administration, parent(s), and co-workers.
4. Create a positive atmosphere, and arrange the physical environment of the classroom for optimum

learning.

5. Prepare for instruction, and show written evidence of preparation.
6. Take precautions to protect equipment, materials, and facilities.
7. Maintain accurate and complete records as required by the school district, and report progress or lack thereof to parents in a timely manner.
8. Attend and participate in faculty meetings.
9. Complete duties (hall, bus, etc.) as assigned.
10. Leave adequate preparations for a substitute.
11. Encourage cooperation between students.
12. Maintain student involvement in appropriate tasks.
13. Use and apply appropriate conflict resolution skills.
14. Demonstrate public relations skills.
15. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
16. Adapt the curriculum to meet the needs of individual students.
17. Use current technology for instruction and management purposes.
18. Use diagnostic data to improve instructional programs.
19. Select, use, and interpret evaluation data.
20. Be available to parents, students, administration, and peers outside the school day, if needed.
21. Attend extra curricular activities.
22. Spend time beyond the school day grading, and recording papers, planning instruction, etc.
23. Report suspected child abuse and neglect.
24. Be responsible for students on field trips.
25. Act as a good role model within the context of the school.
26. May supervise educational assistants, practicum students, student teachers, and high school vocational lab students.
27. Develop and use community and professional resources.
28. Understand and apply learning theories.
29. Accept other responsibilities as deemed necessary by the supervisor.
30. Demonstrate concern for student's well-being and positive esteem.
31. Understand and participate in the development, use, and implementation of individualized education

plans (IEPs), individualized transition plans/504 plans, and Academic Improvement plans including making necessary modifications.

32. Account for assigned equipment and materials.

33. Serve as a member of the SAT as needed.

34. Maintain security for and administer state required assessments.

35. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Qualifications:

1. Bachelor's degree, teaching license, and possession of current ACSI certification or be in the process of obtaining ACSI certification.

2. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be

able to see and hear the entire classroom, and moving light furniture may be required.

Safety and Health Requirements:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current

technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

All items on CCS onboarding checklist MUST be completed before employee's first day of interaction with students. (This includes, but is not limited to, completion of the Safe Schools video series).

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CLOVIS CHRISTIAN SCHOOLS
JOB DESCRIPTION

Position: Educational Assistant (Assigned to a specific room or engage as a floating EA).

Supervisor: Teacher/Principal

General Job Description: To provide opportunities for the teacher to attend to the individual needs of students.

To provide assistance in preparing our students academically, socially, and physically to become positive, productive participants in the 21st century.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Demonstrate flexibility in supporting the needs of the school
5. Maintain confidentiality.
6. Communicate effectively both verbally and in writing.
7. Assist licensed personnel in school environment where individual differences are respected.
8. Respond to students as individuals.
9. Help maintain cohesiveness in school environment.
10. Assist with supplementary work for students and supervise independent study in the school environment.
11. Use current technology for instructional management needs.
12. Assist licensed personnel with student discipline.
13. Assist in maintaining students' involvement in appropriate tasks.
14. Provide assistance with individualized program materials.

Additional Duties and Responsibilities:

1. Work under supervision of a teacher or alone to prepare for classroom activities.
2. Work with small groups of students.-

3. Assist individual children in need of special attention.
4. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
5. Set up audiovisual equipment as directed.
6. Assist with reading and/or storytelling.
7. Assist small groups of students in the library and other settings.
8. Participate in inservice training programs.
9. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
10. Model acceptable social skills in working with students, teachers, parents and supervisors.
11. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
12. Take precautions to protect equipment, materials and facilities.
13. Perform any other duties as assigned by the immediate supervisor, principal, and /or superintendent.

Qualifications:

1. High School diploma or GED. Additional education and/or training desirable.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Fax machine, laminator, book binders, paper cutters, etc.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required.

Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

All items on CCS onboarding checklist **MUST** be completed before employee's first day of interaction with students. (This includes, but is not limited to, completion of the Safe Schools video series).

Clovis Christian Schools JOB DESCRIPTION

Position: Substitute Instructional Staff

Supervisor: Principal/Assistant Principal

General Job Description: To provide guidance and instructional experiences that are academically and developmentally appropriate for each student in the classroom or other instructional setting to which he/she is assigned.

Essential Duties and Responsibilities:

1. Follow the lesson plans and activities as outlined by the regular certified/licensed staff member for whom he/she is substituting.
2. Utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
5. Effectively utilize student assessment techniques and procedures as appropriate.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Utilize appropriate discipline strategies. However, there is never a need to place hands on a student.
8. Create an atmosphere conducive to the promotion of positive student involvement and self-concept.
9. Demonstrate a willingness to adhere to the philosophy and procedures of the regular certified/licensed staff member for whom he/she is substituting.
10. Work productively with colleagues, parents, and community members.
11. Follow board policies and administrative rules and regulations.

Additional Duties and Responsibilities:

1. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills and use of standard English.
2. Manage time appropriately.
3. Cooperate with administration, parent(s), and co-workers.
4. Create a positive atmosphere and move about the classroom to promote optimum learning.
5. Demonstrate concern for student's well-being and positive esteem.
6. Seek help from colleagues and building supervisor to assure appropriate, relevant instruction.
7. Take precautions to protect equipment, materials, and facilities.
8. Maintain accurate and complete records as required by the school district, and reports student progress or lack thereof to regular certified/licensed staff member for whom he/she is substituting.
9. Attend and participate in faculty meetings as required.
10. Complete duties (hall, bus, etc.) as assigned.
11. Leave adequate information for regular certified/licensed staff member for whom he/she is substituting.
12. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
13. Encourage cooperation between students.
14. Maintain student involvement in appropriate tasks.
15. Use and apply appropriate conflict resolution skills.
16. Demonstrate public relations skills.
17. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
18. Use current technology for instruction and management purposes.
19. Report suspected child abuse and neglect.
20. Act as a good role model within the context of the school.
21. Understand and apply learning theories.
22. Accept other responsibilities as deemed necessary by the supervisor.
23. Maintain confidentiality.
24. Perform other tasks deemed necessary and appropriate by the supervisor and/or Superintendent.

Qualifications:

1. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions/Safe Schools video series covers this.

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

All items on CCS onboarding checklist MUST be completed before employee's first day of interaction with students. (This includes, but is not limited to completion of the Safe Schools video series).

CLOVIS CHRISTIAN SCHOOLS
JOB DESCRIPTIONS

Position: **Administrative Assistant**

Supervisors: Principal/Executive Director/Superintendent

General Job Description: To assist administration, staff, and visitors in any way necessary.

Essential Duties and Responsibilities:

1. Receive and assist all visitors to Clovis Christian Schools
 - a. Take messages and arrange appointments.
 - b. Sort and prioritize mail and messages
3. Assist with the preparation of meetings and school events
4. Perform usual office tasks to include, but not limited to: typing, filing, receiving, placing and routing
telephone calls, correspondence
5. Assist with and type required reports and letters
6. Contribute to the welfare and effectiveness of Clovis Christian Schools by adhering to Christian and high ethical standards of performance and interpersonal relationships
7. Handle phone calls competently and cheerfully
8. Handle information that is confidential students, staff, and families
9. Assist in maintaining ADA and FMLA paperwork
11. Work cooperatively with colleagues, supervisors, and administrators
12. Demonstrate Christian and ethical behavior
13. Engage in self-development
14. Follow Clovis Christian School policies and administrative rules and regulations
15. Maintain appropriate behavior in performing and accomplishing assigned duties
16. Know what to do to successfully complete assigned work
17. Project an over-all concern for personal and professional appearance as it relates to job performance

Additional Duties and Responsibilities:

- a. Enter and update complete employee data in the computer file on FACTS, etc.
- b. Set up interview schedules to fill vacancies in accordance with the District Employment Procedure in conjunction with principals, and directors. (As needed)
- c. Preparation and distribution of interview schedules
- d. Document completion of fingerprint/criminal background check process

2. Substitute Personnel:

- a. Accept and process applications for substitute positions
- b. Enter and update complete data in computer file.
- c. Follow formal onboarding checklist procedures which include, but are not limited to, completion of fingerprint/criminal background check process.

3. Volunteer Personnel:

- a. Accept and process applications for volunteers
- b. Enter and update complete data in computer file
- c. Document completion of criminal background check process

4. Maintain Personnel Files:

- a. Assist with notification of expiring certificates/licenses, provided to data processing by entering and updating data in computer file
- b. Handle correspondence concerning teaching licensure, ACSI Accreditation, etc.

5. Former District Employee Files:

- a. Provide requested information to former employees or to other districts, or businesses, with proper approval

7. Perform any other duties deemed appropriate by the immediate supervisor and/or superintendent

Qualifications:

1. High School Diploma or GED equivalency
2. Experience as a secretary or equivalent work
3. Demonstrated knowledge of basic office procedure

4. Demonstrated knowledge and skills of computer function and operation, typing, 10 key calculator, accounting, and other related secretarial skills.
5. Demonstrated effective and stable interpersonal relationship with public and staff.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements;

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, fingering or otherwise working with fingers, and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operative or be willing to learn to operate, all multimedia equipment including current technology, copier, collator, fax machine, etc.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hour work may be required. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

All items on the CCS Onboarding Checklist must be completed before employee's first day of interaction with students. This includes, but is not limited to, completion of the Safe Schools video series.