

Open Position Report

NEW LIFE/PROVIDENCE/PAUL ZINK (CS7864)

Position	Title	Supervisor	Full-Time/ Part-Time	Opened Date	Notes	Applicants
0991 - Accountant	Accountant	Wallace, Segundina	Full-Time	1/30/2019	<p>This Accounting position is responsible for maintaining accounting records, oversees expenditure of school and church based activity funds, and prepares periodic financial reports as required. Strong PC, printer, calculator, problem-solving and communication skills; Work collaboratively with the Comptroller and monitor expenditures of funds to ensure compliance with applicable laws; Timely reconciliation/ closing of all financial accounts. Assist in the preparation for all audits, including the annual financial audit; Monitor internal controls to ensure proper compliance.</p> <p>Maintain subsidiary records and reconcile to general ledger account balance; Prepare and record appropriate journal entries for balance sheet, revenue and expenditure accounts; Correlate invoices, purchase orders and receiving reports for payment; Write checks and reconcile bank statements; Assist with preparation of monthly and annual financial reports; Maintain various funds/budgets and monitor related revenues and expenditures; Use effective positive interpersonal communication skills; Record deposits and withdrawals for all school and church based activity funds; Process travel reimbursements; receive and dispense monies from various accounts within the school; Recommend procedural changes/improvements to Financial Manager; Follow standard practices and procedures and established rules and regulations to perform assigned budget functions; Maintain detailed school based activity accounts, as required by law, and coordinate accounting and related budgets with Administrators, Pastors, and Financial Manager; Oversee the deposits of Pre School, Upper and Lower School, and New Life Christian Fellowship.</p>	0
0006 - Lower School Teacher	Lower School Teacher	Mills, C. DeShuan	Full-Time	3/4/2019	<p>Lower School Teacher Providence School was established in 1997 with a vision to offer an exemplary, college preparatory education in a Christian environment. Our students are fulfilling that vision every day. A byproduct of the excellence of our students, parents and teachers is a strong Christian community that glorifies Christ. We call that Providence Strong!</p> <p>Providence School is seeking to fill a position in the Lower School. The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.</p>	0



The teacher shall be a born-again Christian, college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate. May supervise student teachers, aides, and volunteers.

Have received Jesus Christ as his/her personal Savior. Believe that the Bible is God's Word and standard for faith and daily living. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education. 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). Be a member in good standing at a local church that has a Statement of Faith in agreement with the school's Statement of Faith. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go". Have an understanding and commitment to biblical integration philosophy.

The teacher must recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Meet everyday stress with emotional stability, objectivity, and optimism. Maintain a personal appearance that is a Christian model of cleanliness, modesty, good taste, and agreement with school policy. Use acceptable English in written and oral communication. Speak with clear articulation. Respectfully submit and be loyal to constituted authority. Refuse to use or circulate confidential information inappropriately. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities. Keep proper discipline in the classroom and on the school premises for a good learning environment. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of computerized planning software.

Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public. Develop and maintain rapport with students, parents, and staff by treating others with

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friendliness, dignity, and consideration. Supervise extracurricular activities, organizations, and outings as assigned. Utilize educational opportunities and evaluation processes for professional growth. Provide input and constructive recommendations for administrative and managerial functions in the school. Perform any other duties that may be assigned by the administration.