

Open Position Report

NEW LIFE/PROVIDENCE/PAUL ZINK (CS7864)

Position	Title	Supervisor	Full-Time/ Part-Time	Opened Date	Notes	Applicants
0052 - Housekeeping Manager	Housekeeping Manager	Wilkes, Patrick	Full-Time	4/4/2019	(Expecting to fill position in June 2019) General Responsibilities: Housekeeping Manger position manages the housekeeping duties for New Life Church, Providence School and Providence Pre-School Housekeeping team (s). Responsibilities include: <ul style="list-style-type: none">• Checking security guard report and file• Checking e-mails & responding/handling appropriately• Monitor Spicework ticket reports and follow-up as needed• Check Tommy's box for requests that need to be entered into the Spice works system.• File all paperwork and maintain an updated status on all files.• Primary liaison with Housekeeping subcontract companies• Enter events, for operations and housekeeping into Event-U• Daily facilitate Housekeeping duties for New Life and Providence• Prepare logistic floor schedule for Thanksgiving, Christmas, Spring Break and Summer schedule• Keep 3-ring binders for Housekeeping Dept.• Prepare and order weekly product supplies for New Life & Providence housekeeping department and keep track of inventory• Create spreadsheets for operation techs for lighting, emergency lights etc.• Order annual inspections for New Life and Providence• Create check requests for Sunday traffic police• Housekeeping liaison between Providence School, Providence Pre-School and New Life Administration, faculty and staff. Efficiency: It is understood and expected that all personnel maintain an efficient work process by keeping to the needs at hand, keeping conversations to a minimum, working at an efficient pace, staying on task, streamlining where possible, and organizing your steps. Personnel should organize their effort to accomplish as much as possible each day at work. Flexibility: New life Christian Fellowship is a church; Providence School is a school facility and as such is a strong people oriented emphasis. It is required that the members of the	0



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Operations Staff remain flexible to change.

Additionally, it is imperative that the Operations Personnel understand that all job descriptions are subject to change. Changes will be done on the basis of the needs of NLCF/Providence and the needs of the coverage for the Operations Department.

0089 - Physics Teacher	Physics Teacher	Gray, Michael	Full-Time	4/15/2019	Upper School Physics Teacher	0
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Providence School is currently seeking a Physics Teacher for the 2019-2020 school year. Applicants must have a minimum of three to five years teaching experience in the subject matter. A Bachelor's degree in Education or Science is required and a Master's in Education and/or Physics and State Certification in the subject area are preferred.

Applicants must be able to develop and execute effective lesson plans that cover the curriculum, engage students' interests in science, and promote higher-order thinking.

Additionally, applicants must be able to set up and administer laboratory experiments, develop original assessments, and collaborate with other teachers in the science department on a regular basis. Applicants must be adept at keeping accurate records of student progress and communicating with students, parents, and counselors to discuss any concerns or issues. Attending ongoing professional development activities and staying abreast of current developments and discoveries in the science fields are also expectations for this position as is a working knowledge of technology in the classroom.

Internal candidates who meet the qualifications for the position posted must submit a cover letter expressing interest and a resume to the Human Resources Department.



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0085 - School Counselor – Providence Upper School	School Counselor – Providence Upper School	Gray, Michael	Full-Time	4/19/2019	<p>The School Counselor works with all members of the High School to deliver a comprehensive school counseling program encouraging all students' academic, career, and personal/social development while helping all students in maximizing achievements. The School Counselor must be a Christian with a proven record of spiritual maturity approaching all psycho-social and academic counseling using Biblical principles as a sound base.</p> <p>Candidate is responsible for the following responsibilities and other duties that counselors are expected to perform during each school year:</p> <p>Individual/Group counseling by appointment.</p> <p>Teaching guidance lessons in the classroom</p> <p>Coordinating and implementing parent orientation meetings.</p> <p>Developing Confidential relationships with students to help them resolve or cope with problems and developmental concerns.</p> <p>Creating master schedule as to courses offered for Providence School.</p> <p>Assisting with interpretation of achievement test data.</p> <p>A Master's degree or higher in Counseling from an accredited university and State Certification in Guidance and Counseling is required.</p>	0
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