

| ORGANIZATION | TITLE             | SUPERVISOR    | FT OR PT | OPENED DATE | JOB DESCRIPTION  |
|--------------|-------------------|---------------|----------|-------------|--|
| Providence   | Teacher Assistant | DeShuan Mills | FT       | 9/28/2020   | <p>To assist the school in providing each student an opportunity to develop a personal relationship with the Lord and to become an effective, knowledgeable, responsible, and well-adjusted citizen to prepare them for the challenges of this world.</p> <p><b>Professional and Spiritual Development</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for own professional and spiritual growth</li> <li>• Demonstrates a desire to learn about child growth and development</li> <li>• Agrees with the lifestyle agreement and other policies of Providence</li> </ul> <p><b>Instructional support</b></p> <ul style="list-style-type: none"> <li>• Performs tasks as directed</li> <li>• Obtains necessary knowledge and skills to support students</li> <li>• Possesses necessary skills to perform work in activities; assisting in special programs, administering objective tasks, etc.</li> <li>• Demonstrates flexibility to changes and has the ability to follow a prescribed routine</li> <li>• Knows and follows the policies and regulations concerning the health, safety, and welfare of students</li> </ul> <p><b>Monitorial responsibilities</b></p> <ul style="list-style-type: none"> <li>• Performs monitorial duties in the dining hall and elsewhere as needed</li> <li>• Assists in resources classes as available</li> <li>• Keeps the various areas clean, especially at change of class</li> <li>• Reports any areas needing attention in appropriate manner</li> </ul> <p><b>Technical duties</b></p> <ul style="list-style-type: none"> <li>• Turns in items for laminating, coping, etc. to appropriate area</li> <li>• Assists in coping items if able</li> <li>• Sets necessary equipment up for student use</li> </ul> <p><b>Carline Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Serves in carline at designated location</li> <li>• Helps direct students in carline</li> </ul> <p><b>Other responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in lower school office as needed</li> <li>• Assist in chapel as needed</li> </ul> |

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| Providence | Substitute Teacher     | DeShuan Mills | PT | 9/28/2020 | <p><b>Education Required:</b> College degree preferred</p> <ul style="list-style-type: none"> <li>• Create and implement lesson plans with or without teacher input depending on the school's expectations.</li> <li>• A love for students and learning</li> <li>• Manage the students effectively and safely.</li> <li>• Assign, collect, and grade assignments.</li> <li>• Administer school academic requirements as instructed.</li> <li>• When necessary, ability to attend parent-teacher conferences.</li> <li>• Level II background screening and church affiliation</li> </ul> |
| Providence | Extended Day Assistant | DeShuan Mills | PT | 8/12/2020 | <p>Providence School Extended Day program is looking for Extended Day Assistants to assist in after school care beginning in August for the 2020/2021 school year. Hours are from 3:00-6:00pm Monday - Friday. Childcare experience and genuine love for children required.</p>   |

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| Providence | Virtual Lower School Teacher | DeShuan Mills | FT | 7/22/2020 | <p>Under the direction of lower school administration, coordinates virtual instruction with students in grades kindergarten through three, in conjunction with teachers on campus. Follows the spiritual and curricular expectations of Providence School.</p> <p><b>Specific Duties and Job Functions</b></p> <p>The successful candidate has the ability to:</p> <ul style="list-style-type: none"> <li>• Differentiate among grade level content and meet the unique learning needs of students</li> <li>• Assess students based on skills and standards</li> <li>• Post lessons and assignments using the Canvas LMS</li> <li>• Coordinate the students' use of computer-based learning programs</li> <li>• Effectively communicate with parents, students, and colleagues</li> <li>• Collaborate with brick and mortar teachers regarding curriculum</li> <li>• Plan and implement curriculum across multiple grade levels</li> <li>• Apply problem-solving abilities in situations requiring additional information and approaches</li> <li>• Use excellent technological skills to effectively teach students virtually</li> <li>• Help families troubleshoot technology issues</li> <li>• Ensure grades are kept up to date and are accurate</li> <li>• Effectively plan virtual sessions for students and families</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Holds or is eligible for a Professional Teaching Certificate in the relevant field(s)</li> <li>• Holds or is eligible for ACSI certification</li> <li>• Agrees with the Statement of Faith of Providence School</li> <li>• Experience in teaching students in the early childhood grades</li> <li>• Has experience or training commensurate with job responsibilities</li> </ul> |
| Prov PS    | Pre-School Teacher Assistant | Lori Benson   | PT | 3/16/2020 | <p>Providence Preschool has part-time morning and afternoon teacher assistant openings for the 2020-2021 school year. Assistant teachers work closely with the Lead Teacher in the classroom to ensure a safe and loving environment for the children in their care. A Teacher Assistant must be a high school graduate with a strong, active Christian faith. Previous preschool experience is preferred but not required. In addition, candidates must have or obtain 45 hours of Childcare Training and be willing to obtain additional education requirements of the position.</p>  |