

Open Position Report

PROVIDENCE SCHOOLS OF (7865)

Position	Supervisor	Full-Time / Part-Time	Opened Date	Notes
High School Math & Science Teacher	Gray, Michael	Full-time	11/14.2023	<p>Providence School is seeking a full-time teacher to teach Mathematics & Science to students in the High School (9th–12th). The teacher will have a mastery of academic science material in order to challenge, inspire, and educate students as well as have excitement for using laboratory activities to increase student engagement and develop understanding. Specific subjects tentatively include “Math for College Algebra,” “Chemistry I,” and “Anatomy & Physiology”.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Establish and maintain an effective learning environment where students are engaged in and challenged by the material, learning occurs, and discipline is maintained; Maintain a personal relationship with Jesus Christ, be a godly role model inside and outside of the classroom, and integrate a biblical worldview into the science curriculum; Build appropriate rapport with students to encourage students as they grow spiritually, mentally, emotionally, and socially• Be willing to engage in the life of the school and perform duties as assigned by High School Principal or other administrator.• Develop teaching and learning materials for use in class, including lesson plans, homework, quizzes, projects, exams, and homework.• Craft assignments that recognize and celebrate different learning styles.• Encourage students to think independently and to express original ideas.• Maintain relationships with parents and guardians of students and keep them informed of their child’s progress.• Work collaboratively with other teachers, administrators, and school counselors to provide individualized support for each student on a regular basis.• Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities. <p>Qualifications:</p> <ul style="list-style-type: none">• Relevant bachelor’s degree or Higher; Preferred: Prior Teaching Experience• Current State of Florida and/or teaching certificate (or be willing to work toward one) exact certification requirements will vary based upon Providence courses taught and candidate degrees.• Effective communication skills; both verbally and written; Enthusiastic interest in working with high school students• Ability to work effectively with other professionals.
Dean of Men	Brown, Cary	Full-Time	11/14/2023	<p>Effective 8/1/2023 - The Dean of Men is responsible for overseeing and administering student discipline, including the Providence Code of Student Conduct. He/she confers with students, parents, and teachers and serves as a liaison between the principal and faculty relating to student affairs; supervises attendance procedures and student conduct, oversees the maintenance of a school detention hall; initiates action for student discipline including suspensions; assesses school property damage, and plans and implements programs and procedures for the elimination of disciplinary problems. The dean must be a born-again Christian with a proven record of spiritual maturity.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Administers appropriate disciplinary actions as outlined in the Code of Student Conduct, which often necessitates the counsel of students and the contact of students' parents.• Ensures that the Code of Student Conduct is disseminated and explained to all students, teachers, and parents.• Confers with Principal and other members of administration as needed on student discipline situations.• Available to assist in afterschool and off-campus events when needed such as student retreats and athletics events.• Assists in the general administration of the school.• Supervises morning duty to oversee students who arrive before 8:00 a.m.

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- Provides "preventive" counseling for students referred by teachers before actual disciplinary measures are necessary.
- Provides "restorative" counseling to students who are administered in-school suspension.
- Refers students to school guidance services when appropriate.
- Initiates action for suspensions of students.
- Supervises student conduct within the school and on school property.
- Assesses school property damage and require payment by responsible students.
- Assists in planning and implements emergency procedures.
- Oversees emergency drills.
- Confers with students, parents, and teachers concerning student problems, such as unauthorized absenteeism, classroom procedures, etc.
- Supervises locker assignments and maintenance.
- Supervision of special activities held on school campus, especially crowd control.
- Liaison between the Principal, Vice Principal, and faculty relating to student affairs.
- Oversees supervision of US students in dining.
- Performs other administrative duties the principal may assign.

Educational Requirements:

Master's Degree in Education/Leadership, with at least 3 years of relevant experience in the field of education.

Extended Day Employee	Olatunji, Elizabeth	Part-Time	9/13/2023	Providence School Extended Day program is looking for Extended Day Assistants to assist in after school care for the upcoming school year. Hours are from 3:00-6:00pm Monday – Friday but the hours are flexible and competitive hourly rates are available to qualified candidates. Childcare experience and genuine love for children required.
Substitute Teacher	Mills, C DeShuan	Part-Time	9/13/2023	Sub Positions are Temporary (as needed) for the upcoming school year Education Required: College degree preferred <ul style="list-style-type: none">• Create and implement lesson plans with or without teacher input depending on the school's expectations.• A love for students and learning• Manage the students effectively and safely.• Assign, collect, and grade assignments.• Administer school academic requirements as instructed.• When necessary, ability to attend parent-teacher conferences.• Level II background screening and church affiliation
Pre-School Teacher Assistant	Benson, Lori-Ann	Part-Time	9/13/2023	Providence Preschool, part-time morning and afternoon teacher assistants are needed. 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.

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NEW LIFE CHRISTIAN FELLOWSHIP (7864)

Position	Supervisor	Full-Time / Part-Time	Opened Date	Notes
Master Calendar Coordinator	Zink, Amber	Full-Time	11.20.2023	<p>Position Summary: By definition the Master Calendar/Event Process Coordinator position is a corporate level position. The Master Calendar process function consists of three components: Master Calendar process oversight, eSPACE information and training, and corporate eSPACE design and work flow mobilization. Corporate Coordination and oversight consists of training, developing & updating effective, efficient training materials, process coordination, writing and maintaining procedures, and collaboration with all departments.</p> <p>Requirements:</p> <ul style="list-style-type: none">• Ability to quickly learn new computer software (ex. eSPACE and Velocity)• Proficient in typing and in MS Office (Word, Excel, Power Point, and Outlook)• High degree of discretion dealing with confidential information• Self-motivated, trainable, and amenable• Attention to process and enforcer of company processes• Excellent time management skills and ability to multi-task and prioritize work• Attention to detail and problem solving skills• Excellent written and verbal communication skills• Strong organizational and planning skills• Patience and professionalism <p>Responsibilities: Corporate Calendar Coordinator Responsibilities</p> <ul style="list-style-type: none">• Develop training materials, train new employees on Software eSPACE and processes, train on changes made to eSPACE, and conduct update trainings for eSPACE• Assist others with eSPACE Software questions/problems and event questions/problems• Monitor eSpace submittals throughout each work day• Check over each event submittal methodically to insure information is accurate and complete• Initiate communication immediately with corrections and/or clarification needed• Follow-up in a timely manner with all event communication until event details are finalized and approved• If an event will not be approved, communicate with the event owner what needs to change for approval (ex. date change, room change)• Create weekly schedule workflow in the form of reports and disperse to security, housekeeping, OPS and other departments• Communicate and coordinate with the Housekeeping Manager and/or Security as needed to insure that all event needs are clearly defined and conflict free• Coordinate with the Headmaster's Assistant on Providence Camp approval process and communication (DocuSign required for each camp owner)• Enter events, for operations and housekeeping into Event-U (Ex. blocking off rooms or fields for maintenance) <p>Corporate Vehicle Responsibilities:</p> <ul style="list-style-type: none">• Add drivers to our Fleet Services Account and disperse gas card ID Numbers

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- Oversee vehicle key/ gas card check out/check in
- Keep up with Vehicle keys (making sure to get them back in a timely manner), check out log, and vehicle inspection trip logs – file logs in appropriate vehicle binder
- Maintain records for gas receipts
- Add newly acquired vehicles to our insurance
- Coordinate with our insurance company to add drivers to our insurance
- Maintain and update vehicle files containing all insurance, title, registration, inspection, and maintenance records – make sure appropriate updated documents go into each vehicle
- Primary liaison with Vehicle Cleaning Company – process invoices and scheduling
- Input E-Requisitions to get Purchase Orders for orders/purchases for the vehicles (ex. Cleaning Company, Gas, Vehicle Maintenance) – put a copy of the purchase order in the appropriate binder and save a copy in a file on your computer
- Create/Keep up spreadsheet on vehicles with vin numbers, models, maintenance done with dates, Registration/Tag Renewal dates
- Coordinate vehicle maintenance – schedule out the vehicle in eSpace, coordinate with OPS guys on getting the vehicle to the repair shop that they schedule with (and picked up) – input E-Requisition from the repair Quote – process the incoming repair invoice - communicate out to appropriate employees that the vehicle is not going to be able to be used if requested/scheduled
- Maintain and update Driver Policy and Procedure Manual
- Maintain and update Driver's License copies (checking for expirations – valid license's should be on file)
- Maintain and update drivers' requirements (ex. air brake endorsement) – communicate with drivers that they need to get additional endorsement, etc.
- Maintain qualified driver list (update or delete drivers as needed) for internal use
- Maintain Vendor list for Subcontractors (Bus companies, etc.) for internal use
- Maintain Certificate of Liability for subcontractors (bus companies) and vehicle cleaning company

Meeting Responsibilities:

- Safety Committee Meeting
- Prepare agenda
- Record, type, and distribute minutes
- Type and distribute Action Points
- Follow-up with Action Points to confirm items are completed
- Update Safety Program Manual by August of each year
- Send out meeting invites in Outlook
- Schedule room for meetings in eSpace
- Security Committee Meeting
- Prepare agenda
- Record, type, and distribute minutes
- Type and distribute Action Points
- Follow-up with Action Points to confirm items are completed
- Sent out meeting invites in Outlook

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- Schedule room for meetings in eSpace
- Operations Meeting
- Prepare calendar each week for Tuesday morning Operations Meeting to lead the conversation in going over upcoming events for communication and coordination
- Make notes in the meeting about any issues brought up on events, etc. that need your coordination or action for resolution
- Send out meeting invites in Outlook
- Schedule room for meetings in eSpace
- Crisis Management Planning Meeting (New Life and Providence)
- Prepare agenda
- Record, type, and distribute minutes
- Type and distribute Action Points
- Follow-up with Action Points to confirm items are completed
- Send out meeting invites in Outlook
- Schedule room for meetings in eSpace
- Update Crisis Management Plan as needed

Corporate Security Badge Responsibilities:

- Maintain badge equipment; order and maintain badge and badge printer supplies for New Life Staff, PCDC Staff and Parents, and Providence Staff from Loria Burdick
- Make, print, and distribute security badges via Velocity (for entire campus) and MonitorCast (specifically for the Store House)

General Responsibilities:

- Checking e-mails & responding/handling appropriately and timely
- Provide information by answering questions and requests
- Maintain an efficient, organized computer and manual filing system (binders)

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 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.

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Media Director	Glenn Wilkes	Full-Time	5.17.2023	New Life Christian Fellowship is seeking a candidate that will bring creative ideas and knowledge in developing media/video concepts. Our vision for our media department is to produce progressive, current styled videos that tell a story/testimony and introduce our sermon series.' Our media department operates with a broadcast switcher and studio camera (Panasonic) studio and is on an Apple platform. The Video/Motion Graphics Producer is responsible for creating videos, motion graphics, and directing live production during our services.
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Key Responsibilities

- Oversight of the Production Room for Sundays Mornings and all other conferences and services at NLCF.
- Be a part of the production creative team developing concepts and campaigns for presenting mission, events, and other ministry needs.
- Develop original, engaging trailers and branding videos for sermon series.
- Produce and edit video announcements to be aired weekly.
- Help to develop promotions and archival for church-wide events and marketing.
- Produce and edit video testimonies that tell the stories of the power of God working in people's lives today.
- Help to develop videos and motion graphics for individual ministry departments, as needed.
- During live production of services, be able to direct, run the video switcher/call shots for camera crew.
- Train and develop current volunteers and new volunteers in the production area for serving.

Ongoing Required Skills

Competent knowledge of the video equipment in the video production suite as well as the operation of our video projection systems.

Competencies necessary:

- Studio and field production including lighting, audio and camera work.
- Both motion and static design.
- Motion Graphics software (After Effects, Motion, etc.).
- Non-linear editing software (currently using Final Cut/Premiere)
- Adobe Photoshop/ Illustrator
- Basic knowledge of video formats/codecs
- Ability to work in a team including problem solving, organizational, and communicational skills.
- Great attention to detail and ability to work on projects with short timelines.
- Operating both in a Mac OS as well as Microsoft Office Suite.

Position work schedule: Sunday, 8:00AM-12:00P, Monday thru Thursday 9AM-5PM, Wednesdays 6-9PM, as well as special events.