

Open Position Report

NEW LIFE CHRISTIAN FELLOWSHIP (7864)

Position	Supervisor	Full-Time / Part-Time	Opened Date	Notes
Media Director	Glenn Wilkes	Full-Time	5/17/2023	<p>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.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none">• 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. <p>Ongoing Required Skills</p> <p>Competent knowledge of the video equipment in the video production suite as well as the operation of our video projection systems.</p> <p>Competencies necessary:</p> <ul style="list-style-type: none">• 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. <p>Position work schedule: Sunday, 8:00AM-12:00P, Monday thru Thursday 9AM-5PM, Wednesdays 6-9PM, as well as special events.</p>

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High School Math Teacher	Gray, Michael	Full-Time	2/23/24	<p>Providence School is seeking a full-time teacher to teach Mathematics to students in the High School (9th–12th). The teacher will have a mastery of academic mathematics material in order to challenge, inspire, and educate students as well as have excitement for using classroom activities to increase student engagement and develop understanding.</p> <p><u>Job Responsibilities:</u></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• Evaluate academic and social growth of students; prepare report cards; keep appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.• Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.• 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.• Collaborate with other teachers to share best practices and provide meaningful feedback regularly.• Ensure that students meet educational standards and school performance goals for their grade level.• Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities. <p><u>Qualifications:</u></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
High School Spanish Teacher	Gray, Michael	Full-Time	2/14/2024	<p>Providence School is seeking a full-time teacher to teach Spanish to high school students. The teacher will have a mastery of the class content in order to challenge, inspire, and educate students. Teacher should organize and participate in activities that expose students to the richness of Spanish-speaking cultures, encouraging cultural appreciation and understanding.</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

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- Evaluate academic and social growth of students; prepare report cards; keep appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- 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.
- Collaborate with other teachers to share best practices and provide meaningful feedback regularly.
- Ensure that students meet educational standards and school performance goals for their grade level.
- Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities.

Qualifications:

- 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

School Nurse

Mills, DeShuan

Part-Time

2/14/2024

(2 Positions Open)

We are looking for a licensed registered nurse to join our team of nurses at Providence School of Jacksonville. Your primary responsibility will be to provide health services to students when they are at school but may also assess and treat staff members. This includes treating injuries and mild to acute sicknesses, supporting students with chronic illnesses and evaluating if an individual needs emergency medical care. You will also assist with organization and communication of student's health needs for field trips or off campus activities/sports. You must have excellent communication skills with children, families, and staff.

Responsibilities:

- Maintains accuracy in student health records and maintains privacy in accordance with HIPPA and governmental guidelines
- Helping students with chronic health conditions (Asthma, Diabetes, Seizures, Allergies, etc) and development of individualized student health plan regarding such condition
- Administer medication (prescribed and over the counter as well as emergency medications such as Narcan, Epinephrine, etc)
- Promote healthy school environment
- Communicate with administration the status and health of the student body and any urgent issues
- Acute and chronic illnesses including lice checks
- Health expert within school system

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- Provide healthcare to students and staff including emotional, mental, social, and physical health. This includes equipment such as nebulizers, glucometers, pulse oximetry, dexcoms or other diabetes management devices
- Provide training for staff and participate in campus training such as active shooter, stop the bleed, CPR, choking devices, etc
- Ability to inventory and order supplies

Experience:

Pediatric experience preferred.

Minimum 2 years of nursing experience.

Working Conditions:

Environment: Office and outdoor environment. Some temperature variations.

Physical demands: Some lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and/or crawling. Hearing and speaking to exchange information.

Hazards: Exposure to blood and body fluids. Exposure to communicable diseases. Education:

Bachelor of Science in Nursing from accredited college or university

Certificates:

Current and valid Florida nursing license

CPR/BLS certificate

Continuing Education:

None required at this time but may be incorporated as health program at campus grow

Lower School Teacher Assistant Mills, DeShuan Full-Time 2/1/2024

(2 Positions Open)

To assist the teachers 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.

Professional and Spiritual Development

- Takes responsibility for own professional and spiritual growth
- Demonstrates a desire to learn about child growth and development
- Agrees with the Statement of Faith, Lifestyle Agreement, and other policies of Providence School
- Follows the daily schedule set by administration - must be on time to all assigned locations.
- Is expected to know the classroom of each of the assigned teachers so that when necessary can substitute - even when notified the day of

Instructional support

- Performs tasks as directed by teacher(s)
- Obtains necessary knowledge and skills to support students
- Conducts and assists with small groups inside or outside the classroom
- Helps set up and organize all centers and crafts where appropriate
- Possesses necessary skills to perform work in activities; assisting in special programs, administering objective tasks, etc.
- Demonstrates flexibility, adapts to change, and has the ability to follow a prescribed routine and adjust in each classroom
- Knows and follows the policies and regulations concerning the health, safety, and welfare of all students
- Assists with MAP testing

Monitorial responsibilities

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- Performs monitorial duties in the respective dining halls and elsewhere as needed
- including carline and/or dining hall/gym
- Delivers students to and from resources classes (including 5th grade band)
- Delivers late arriving students and early dismissed students to business office
- Keeps the various areas clean, especially at change of class
- Maintains items in emergency backpacks
- Rep01ts any areas needing attention in appropriate manner

Technical duties

- Turns in items for laminating, coping, etc. to appropriate area
- Retrieves items (copies, laminated items, etc.)
- Checks mailboxes of teachers on a daily basis
- Sets necessary equipment up for student use - laptops and so forth

Clerical Responsibilities

- Distributes supplies, books, and other instructional materials
- Tears pages out of workbooks as needed
- Files, assembles, and distributes items (mail, flyers to go home, etc.)
- Organizes student packets to send home on weekly basis
- Assists in gathering of weekly student packets
- Maintains bulletin boards and hallways - including the mounting and removing of student work on a regular basis
- Takes lunch count in K/1
- Receives dress down money and delivers to the lower school office
- Assists with field trip organization and attends if needed

Lower School Music Specialist

Mills, DeShuan

Full-Time

2/1/2024

Lower School Music Specialist - Providence School of Jacksonville, Florida

Providence School of Jacksonville is seeking a full-time, Lower School Chorus and Elementary Music teacher for the 2024-2025 academic school year. The successful candidate will possess the vision, expertise, and passion to cultivate a vibrant, inclusive, and dynamic choral and general music program that inspires and empowers students to achieve their full potential musically and personally. Current teaching responsibilities consist of a 5th Grade Exploratory Chorus (Stallion Sound), General Music (Grades **K-4**), recorder instruction (Grade 4) and music director/producer for school-wide productions in Lower School (Grades K-5).

Qualifications:

- A personal relationship with Jesus Christ is required
- A bachelor's degree in music education with a choral emphasis is required
- Experience as a successful choral conductor with a record of achievement in developing choral programs

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- Demonstrated expertise in vocal/choral pedagogy
- Strong organizational, communication, and interpersonal skills
- Ability to work collaboratively with others
- Experience with musical direction in theater

Essential Duties and Responsibilities:

- Conduct choral rehearsals twice weekly with the 5th Grade Exploratory Chorus (Stallion Sound)
- Work within a collaborative and integrated Performing Arts Department in both Lower School and Upper School (Grades 6-12)
- Curate a diverse and rich repertoire that reflects a range of musical genres, historical periods, cultures, and perspectives while remaining true to the mission of Providence School - *that is* **BOLDLY CHRISTIAN. UNQUESTIONABLY ACADEMIC.**
- Develop and maintain strong partnerships with school, community, and professional organizations
- Design and implement appropriate curriculum, instructional plans, and assessments with accommodations to support academic success for a diverse group of students including both striving and advanced learners
- Develop a climate and culture of openness, fairness, mutual respect, support, and inquiry in the teaching environment
- Engage in continued professional learning opportunities
- Program and prepare students for extracurricular and/or community performances
- Communicate effectively with administrators, parents, and teaching colleagues regarding choral uniforms, scheduling, rehearsals, upcoming performances, and students' academic progress
- Utilize innovative and flexible pedagogy to support the diversity of abilities within the classroom (differentiated instruction)
- Demonstrate a commitment to diversity and inclusion by creating a positive classroom environment in which all students feel safe and respected by both the teacher and their peers
- Practice thoughtful, respectful, and effective classroom management techniques
- Model professional and ethical standards when dealing with students, parents, peers, and community members

High School Personal Finance & MS
Computer Literacy Teacher

Gray, Mchael

Full-Time

1/24/2024

Job Description:
Providence School is seeking a full-time teacher to teach HS Personal Finance & MS Computer Literacy to students. The teacher will have a mastery of the class content in order to challenge, inspire, and educate students. Teacher should plan classroom lessons and activities to build conceptual and practical skills to help students during school and beyond.

- Job Responsibilities:
- 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
 - Evaluate academic and social growth of students; prepare report cards; keep appropriate records to include attendance

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- reports, checklists, census forms, and other recordkeeping activities as necessary.
- Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment.
- 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.
- Collaborate with other teachers to share best practices and provide meaningful feedback regularly.
- Ensure that students meet educational standards and school performance goals for their grade level.
- Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities.

Qualifications:

- 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

Middle School History Teacher

McGlohorn, Amy

Full-Time

1/24/2024

Job Description

Under limited supervision, plans, provides, coordinates History/Social Science courses designed to provide students with an understanding of the historical context with a Biblical worldview. The teacher is expected to provide a supportive learning environment that encourages students in lifelong learning. The teacher plans effective lessons that include components including direct instruction, technology integration, small group instruction, and differentiation. Has knowledge and understanding of state standards and how to unpack the standards to teach students the learning goals and objectives. Uses different types of assessment to gain understanding of student strengths and weaknesses and uses this data to plan for instruction. Provides differentiated instruction for students based on individual formative assessments. Collaborates with the teachers in the History department regarding vertical alignment of curriculum.

Teachers must have strong speaking and listening skills. In addition to students, they interact and partner with parents, other teachers and school administrators. Reports to assigned Principal.

Specific Duties and Job Functions

- Implements History curriculum with a Biblical Worldview
- Communicates with students and parents about classroom expectations
- Assesses students based on skills, standards, and classroom activities
- Works with students and families to plan for brief academic accommodations due to injury or illness
- Consults with school counselors, principals, teachers, and essential personnel on cases as necessary
- Takes an active role in promoting the mission of Providence School
- Ensures grades are kept up to date and accurate
- Coordinates special events, projects, or programs as assigned
- Has good oral and written communication skills

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				<div>Requirements</div> <ul style="list-style-type: none">• Holds or is eligible for a Professional Teaching Certificate from the State of Florida• Is eligible or holds ACSI Certification• Agrees with the Statement of Faith of Providence School• Has experience or training commensurate with job responsibilities• This position may require the teacher to coach two sports
Middle School English Teacher	McGlohorn, Amy	Full-Time	1/24/2024	<div>Job Description</div> <p>Under limited supervision, plans, provides, coordinates middle level English courses designed to provide students with a balanced approach to English Language Arts integrated with a Biblical Worldview. The teacher is expected to provide a supportive learning environment that encourages students in lifelong learning. The teacher plans effective lessons that include components including reading comprehension, writing, research, word study skills, grammar, and other essential skills. Has knowledge and understanding of state standards and how to unpack the standards to teach students the learning goals and objectives. Uses different types of assessment to gain understanding of student strengths and weaknesses and uses this data to plan for instruction. Provides differentiated instruction for students based on individual formative assessments. Collaborates with the teachers in the English department regarding vertical alignment of curriculum. Teachers must have strong speaking and listening skills. In addition to students, they interact and partner with parents, other teachers and school administrators. Reports to assigned Principal.</p> <div>Specific Duties and Job Functions</div> <ul style="list-style-type: none">• Implements English Language Arts curriculum integrated with a Biblical Worldview• Communicates with students and parents about classroom expectations• Assesses students based on skills, standards, and classroom activities• Works with students and families to plan for brief academic accommodations due to injury or illness• Consults with school counselors, principals, teachers, and essential personnel on cases as necessary• Takes an active role in promoting the mission of Providence School• Ensures grades are kept up to date and accurate• Coordinates special events, projects, or programs as assigned• Has good oral and written communication skills <div>Requirements</div> <ul style="list-style-type: none">• Holds or is eligible for a Professional Teaching Certificate from the State of Florida in English 6-12• Is eligible or holds ACSI Certification• Agrees with the Statement of Faith of Providence School• Has experience or training commensurate with job responsibilities
Extended Day Employee	Olatunji, Elizabeth	Part-Time	9/13/2023	<p>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.</p>
Substitute Teacher	Mills, C DeShuan	Part-Time	9/13/2023	<p>Sub Positions are Temporary (as needed) for the upcoming school year</p> <p>Education Required: College degree preferred</p> <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.

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- 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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