



Department: Captain Gilmer Christian School

Title: Kindergarten Teacher

Hours: Mon. – Fri., 7a – 4p and other days/times as required – **Position Available July 1st, 2018**

Compensation: DOE, Salaried, Full Time w/ Benefits

Description: Responsible for fostering the intellectual and social development of children in the first phase of their elementary school experience. Provides the tools and creates a hands-on, interactive and traditional learning environment for students to develop into responsible adults through fostering a love for learning and a commitment to Jesus.

○ **Teaching Duties**

- Practice consistently the ideals of the Seventh-day Adventist Church.
- Have a high sense of loyalty to the aims and ideals of Christian education and look upon Christian teaching as a ministry.
- Strive for excellence in teaching methods and techniques to more effectively serve students.
- Introduce children to Bible, reading, mathematics, language, science, social studies, art and music while utilizing the CGCS adopted curriculum, textbooks, and learning objectives, as well as other appropriate learning activities.
- Develop and submit yearly progressions as well as weekly/daily lesson plans; develop instructional materials as needed.
- Provide individualized and small group instruction in order to differentiate instruction.
- Use games, music, artwork, DVD's, books, computers, smart board, and other tools to teach basic skills in both play and hands-on teaching.
- Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.
- Post grades on RenWeb in a timely manner as noted in the school handbook.
- Read and stay abreast of current topics in education.

○ **Staff Duties**

- Monitor the classroom environment to ensure clean and safe conditions exist, notifying the office of any unclean / unsafe classroom conditions.
- Communicate with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identify student needs and cooperate with other professional staff members in assessing health, attitude, and learning problems.
- Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintain professional competence through in-service education activities provided through, but not limited to, professional growth activities.
- Select and maintain inventory records of supplementary books and instructional supplies.
- Supervise students in out-of-classroom activities during the assigned school day.

- Maintain confidentiality and/or official information in accordance with applicable FERPA and/or school policies.
- Participate in staff meetings, professional growth opportunities, committee meetings, and curriculum development as assigned within the school.
- Attend and participate in school programs and functions.
- Fulfill dismissal duty and other school duties including those provided in the faculty handbook and/or principal.
- Report for duty as stipulated by the school administration, including pre-school, post-school, and summer duties.

Qualifications:

- Bachelor's degree or higher, including all courses needed to meet credential requirements (current basic NAD certification required).
- Student Teaching experience.
- Must be able to communicate effectively both verbally and in writing, and be able to read, write, and speak English fluently.
- Employees are expected to abide by the FAI Code of Conduct which is based on a Christian worldview and values.
- Must be a current and active member with the Seventh-day Adventist Church in good standing.

Ready for a new opportunity? Contact the Fletcher Academy, Inc. HR Manager at (828) 209-6714.



Department: Captain Gilmer Christian School

Title: Kindergarten Teacher's Aide

Hours: Mondays & Fridays, 8am – 1:15pm

Compensation: See CGCS Wage Scale

Description: Perform responsible support and paraprofessional work assisting the kindergarten teacher with instructional activities and assisting students by reinforcing material already presented using pre-determined activities and repetitions as directed by the kindergarten teacher.

Specific Duties:

- Assist kindergarten teacher in performing specific duties as assigned or undertaking specialized tasks.
- Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
- Assist in establishing and maintaining standards of student behavior.
- Prepare instructional materials; read to students.
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Conduct learning exercises with small groups of students.
- Alert the teacher to special needs of individual students.
- Provide escort and assistance to children as necessary.
- Check students work for compliance with teacher's instructions.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in implementing all policies and rules for helping students learn appropriate behavior and conduct.
- Help maintain order in the classroom; monitors students to keep them on task.
- Monitor the classroom environment to ensure clean and safe conditions exist, notifying the office of any unclean /unsafe classroom conditions.
- Help create an effective environment for learning by assisting the teacher maintain functional and attractive displays, bulletin boards, and interest centers as directed.
- Help maintain inventory records of supplementary books and instructional supplies as needed.
- Supervise students in out-of-classroom activities during the assigned school day.
- Maintain confidentiality and/or official information in accordance with applicable FERPA and/or school policies.
- Attend and participate in school programs and functions.
- Report for duty as stipulated by the school administration.

Qualifications:

- High School diploma/GED or higher.
- Experience in working with young children.
- Must be able to communicate effectively both verbally and in writing, and be able to read, write, and speak English fluently.
- Employees are expected to abide by the FAI Code of Conduct which is based on a Christian worldview and values.

Ready for a new opportunity? Contact the Fletcher Academy, Inc. HR Manager at (828) 209-6714.



Department: Fletcher Park Inn Custodial

Title: Housekeeping Associate

Hours: Days as scheduled; approximately 28 hours per week

Compensation: \$9.00 / hr.

Description: The Housekeeping Associate, under the supervision of the Housekeeping Supervisor, provides cleaning and housekeeping services to all apartments, clubhouse, offices, and all public / common areas.

Specific Duties:

- Detail cleaning:
 - Vacuuming
 - Resident apartments, common areas, hallways, etc.
 - Dusting
 - Furniture, pictures, decorative items, window sills, etc.
 - Sweeping
 - Including porches of apartments and common areas.
 - General cleaning
 - Resident apartment bathrooms, kitchens, etc. including mopping hard surfaces, baseboards, fixtures, etc.
- Changing resident bed linens upon request.
- Sending resident flat linens to laundry and delivering cleaned linens to residents.
- Refuse collection.
- Cleaning of all mirrors, glass, etc.
- Cleaning and supplying public restrooms.
- Cleaning and upkeep of guest rooms (including linens).
- Cleaning motor coach(es).
- Changing light bulbs and other light maintenance tasks.
- Washing Food Service rags, aprons, uniform shirts, mops, etc.
- Completing checklists as assigned.

Qualifications:

- High school diploma or GED required.
- Strongly expressed desire to work with and engage senior citizens.

Ready for a new opportunity? Contact the Fletcher Academy, Inc. HR Manager at (828) 209-6714.



Department: Fletcher Park Inn Food Service

Title: Food Service Associate

Hours: Part-Time, Days, as scheduled.

Compensation: \$11.00 / hr.

Description: Under the general supervision of the Food Service Supervisor, will assist in providing nutritious, healthy, and appealing lunches and soup supper meals to residents, families, and guests of the Fletcher Park Inn Christian Retirement Community.

Specific Duties:

- Assist in providing varied nutritious meals that meet with a general appreciation from those being served.
- Make healthy and appealing menus, including a vegetarian, vegan, and meat option entrée.
- Provide soup suppers (only one soup required along with bread).
- Assist in providing adequate services in preparation, serving, dining room help, and clean-up.
- Work to maintain a safe, sanitary working environment for the preparation and serving of food as outlined by the ServSafe guidelines.
- Supervise student workers.
- Help to ensure all labor laws are followed as they pertain to minors.
- Assist the supervisor in maintaining an adequate food and supply inventory that minimizes waste.
- Nurture and mentor students as they gain workplace skills in food preparation.
- Shares responsibility for the appearance of the dining hall including clean dining linens (table cloths).
- May assist with laundering of aprons, linens, etc. during evening shift as required.
- Encourages and maintains an atmosphere of respect and kindness while interacting with residents.

Qualifications:

- High school diploma or GED required.
- Must be able to supervise student workers.
- Strongly expressed desire to work with and engage senior citizens.
- Prior experience in a medium / large institutional food service operation strongly preferred.

Ready for a new opportunity? Contact the Fletcher Academy, Inc. HR Manager at (828) 209-6714.