



Study Center Education Assistant Position Description

Full-Time (1x) or Part-Time (2x)

The Role and Function of the Full-Time or Part-Time Study Center Assistant

The role of the Study Center Education Assistant is to work in conjunction with all members of this ministry for the purpose of accomplishing this ministry as follows:

Concordia Lutheran High School pursues Christ-centered educational excellence that equips individuals for lifelong learning and service as disciples of Jesus Christ.

To this end, and in accordance with the institutional values of

Academic Excellence
Christian Faith
Diversity
Mission Partnerships
Relationships
Servant Leadership

The following behavioral norms are expected:

1. Commitment to Christian Living (Psalm 37:5-6, Proverbs 16:3)
2. Display of Professional Behavior (Mark 9:35, Luke 12:35)
3. Recognition of the Value of All (Isaiah 43:1, 1 Corinthians 12:12-13)
4. Pursuit of Excellence (2 Corinthians 8:7, Philippians 4:8)
5. Participation in ongoing Professional Development (Romans 12:2, Hebrews 12:11)

The Positional Requirements

Education: High school diploma; Some college preferred

Experience: One to three years demonstrated experience working with young adults (14-18) preferred.

Skills and Abilities: Must be flexible, organized, display a willingness to learn, enjoy working with teenagers and display attributes of a team player. The ability to multi-task is important. This person will be taking attendance, organizing (system is in place) multiple tests per class period and helping with other tasks as needed.

Accountability

The Study Center Education Assistant is accountable to the Director of the Study Center for helping each student prepare for post high school education, Christian vocation and the Mission of Concordia Lutheran High School.

Salary and Benefits

This position is an hourly rate.

Term of Service

The Study Center Education Assistant offer of employment shall be for the 2018-19 school year.

Job Responsibilities:

1. Organize and monitor tests
2. Answer phone calls
3. Communicate with faculty, parents and students as needed.
4. Take attendance each hour.
5. Keep precise paper work using a spreadsheet
6. Keep confidentiality