

Wildwood Christian Academy Agreement and Job Description

General Qualifications

1. Must be a born-again Christian seeking to walk in obedience to Christ.
2. Must be faithful in attendance at Wildwood Calvary Chapel.
3. Must endorse and support with loyalty the ministry of the pastors and principal.
4. Must have the ability to respond with professional decorum appropriate to the school office. Always maintaining the unity of the Spirit within the body of Christ.
5. Must possess the ability to work in cooperation and coordination with the Principal, Pastors, Board of Directors, and Members of the School and Church Body in which you may come in contact with.
6. Must strive to keep the unity of the Spirit among the staff and with the Body of Christ at Wildwood at all times. It is important that the Body of Christ looks in at the leadership and witnesses an example of unity.
7. Likely spiritual gift mix would include: administration, helps, wisdom, and discernment.
8. Must be able to keep confidences absolutely as they relate to the students, families and counseling ministry of the pastors and the finances.
9. Proficiency in computer word processing, publications, and data management software is important to this particular role.
10. Must endorse and support Wildwood Calvary Chapels statement of faith.
11. Must possess the ability to work accurately with numbers and understand basic accounting procedures.

Terms of Agreement

Position:	School Aide
Employee:	
Status:	Part-Time, Non-Exempt, Hourly, Support Staff, 10 Month
Effective Date:	
	(this agreement supersedes all prior agreements)
Hours:	hours per week
Pay Rate:	per hour
Pay Days:	15 th and the last day of the month
Vacation:	Non – Paid
Sick Leave:	Paid – See Employee Handbook
Holiday's:	Non – Paid
Health Benefits:	Not Eligible
Supervisor:	School Principal
Next Review:	June 2023

Responsibilities

1. Recess supervision of students.
2. Assist the classroom teacher in all related school activities.

Summary

The School Aide is a vitally important and strategic position in this ministry. This position must have a passion for influencing children's lives with God's love and through His Word. You are also an intercessor for this ministry and for the children, families, volunteers, and staff represented in this ministry. Therefore, a key component to your effectiveness in this ministry is your personal prayer life. Additionally, it should always be remembered, that the tasks, duties, and responsibilities of this position must be done in the power of the Holy Spirit, or it will ultimately fail.

Comments

This document is not intended to create an employment contract, implied or otherwise, other than an "at will" employment relationship. This means that regardless of any provision in this Agreement and Job Description, either you or the church and/or school may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Agreement and Job Description or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, staff member or representative of the church or school is authorized to enter into an agreement—express or implied—with any staff member for employment for a specified period of time unless such an agreement is in a written contract signed by the Senior Pastor of the church.

Except for the policy of at-will employment, the church and/or school reserves the right to revise, delete, and add to the Terms of Agreement and/or Responsibilities at any time with or without notice. This Agreement and Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instruction and to perform any other job related duties required by their supervisor.

Employee Signature _____ Date _____

School Principal Signature _____ Date _____