



Seventh-day Adventist® Church
WASHINGTON CONFERENCE

Job Opening: Sky Valley Adventist School Teacher's Aide

MISSION

To reach Western Washington with the distinctive, Christ-centered Seventh-day Adventist message of hope and wholeness, encouraging all to become fully devoted disciples of Jesus.

POSITION SUMMARY

Sky Valley Adventist School is seeking a friendly, energetic, and reliable individual to assist the lower grade classroom teacher with instructional and clerical tasks for 15-19 hours per week, Monday-Friday.

ESSENTIAL FUNCTIONS

Duties include but are not limited to laminating/cutting, photocopies, recess duty, lunch duty, grading student papers, small group instruction, listening to students read, helping with events, and praying with students.

KNOWLEDGE AND SKILL

- Must have a heart for service and an attention to detail
- Must be organized and able to maintain living and working spaces in neat and orderly condition
- Must get along well with people and be willing to take direction
- Must excel at people skills and able to make all who come to the school feel like a part of the family
- Well-developed knowledge of principles, policies and beliefs of the Seventh-day Adventist Church and the Washington Conference
- Must exhibit initiative; often working with minimal supervision
- Adaptable and able to evaluate priorities
- Ability to perform duties with speed and accuracy without constant supervision
- Must be able to facilitate good communication with all who are in contact with the school.

EDUCATION/EXPERIENCE/CREDENTIALS

- High School diploma or GED.
- Experience working with younger children.
- Member of the Seventh-day Adventist church.
- Must pass a background check and mandatory child safety training through Sterling Volunteers.

HOURLY RATE

\$18 - \$22

WAGE DETAILS

Pay is based on Community Wage Scale. Pay will also be based on multiple factors, including, and not limited to relevant experience/level and skillset.

BENEFITS

Washington Conference pay and benefits can vary by number of regularly scheduled hours worked, length of employment, and employment status.

ADDITIONAL INFORMATION

- Apply by 7:00 PM Pacific Time on 8/31/2023
- Employment Type: Part-Time (15-19 hours)
- FLSA Status: Hourly Non-Exempt
- Regular/Temporary: Regular
- Work Location: Sky Valley Adventist School (Monroe, WA)

EQUAL EMPLOYMENT OPPORTUNITY

The Washington Conference of Seventh-day Adventists is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, marital status, physical or mental disability, or other protected categories under Washington laws, regulations or local ordinances. The Washington Conference prohibits any form of workplace harassment, misconduct or abuse. The Washington Conference hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.