



POSITION: EEP Closer

STATUS: Non Exempt

REPORTS TO: EEP Director

DATE: August 2024

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**Position Summary:** Responsible for serving students, staff & families of Coulee Coulee Christian School through Early Education Program (EEP) tasks, supervision and care of students.

### Required Spiritual Qualities

It is expected that the EEP Closer will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

### Required Professional Qualities

It is expected that the EEP Closer will:

- Possess evidence of other adequate preparation, background, or experience as determined by the Supervisor.
- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Be a visionary, encouraging, self-starter with a high energy level.
- Possess strong verbal and written communication skills.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.

- Use professional English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### Required Personal Qualities

It is expected that the EEP Closer will:

- Sign and live by the School's **Lifestyle Statement** as a condition for employment and continued employment (attached) in this ministry.
- Be servant-hearted & willing to assist others.

### Essential Job Functions - Accountabilities

#### Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in the discipling of students.

#### Academic Leadership

- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Support principal & teachers with tasks to support student learning.

#### Administrative Leadership

- Monitors safety of students
- Supervise and facilitate play with students
- Assist with bathroom needs of students
- Conduct closing duties as required by EEP Director
- Communicate with and engage with parents as they pick up students

#### Language Standards:

- Must understand spoken English
- Must speak English fluently
- Must be able to read and write in English

#### Minimum Requirements:

- A passion for working in a dynamic, child-centered environment
- Experience working with children
- Able to pass a background check
- Timely, dependable & patient
- Willingness to complete a Early Childhood Development course if not credentialed for Early Education Childcare setting

**Working Relationship and Scope:** Reports directly to the EEP Director. Works closely with EEP school staff members, students & families.

**Acknowledgement:** This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

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Received by Employee

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Date

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Signed by Supervisor

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Date