

# Woodcrest Christian School System

## **WCSS Campus Aide**

### **MINISTRY DESCRIPTION**

#### **MINISTRY PURPOSE:**

The Campus Aide provides Godly ministry within the Operations and Facilities departments in support of all operations-related and facilities-related issues on Woodcrest Christian School System campuses.

The Campus Aide's mission is to assist the WCSS Operations Director and the Operations department to Glorify God by Pursuing Excellence in *Christ-centered Academics* as it relates to the Operations and Facilities departments.

#### **MINISTRY RELATIONSHIPS:**

The Campus Aide is responsible to the WCSS Operations Director and reports directly to the Operations Lead Person.

The Campus Aide works closely with other Campus Aides as directed by the Operations Lead Person, respectfully and responsibly communicating necessary functions and information as needed.

The Campus Aide communicates in a godly and professional way with faculty, staff, students, parents, visitors, and contractors and vendors.

The Campus Aide shall seek out ways to facilitate thorough communication of necessary information to ensure the completion of work orders, event setup and support, and other operations-related work.

#### **MINISTRY QUALIFICATIONS:**

The following qualifications are prerequisite to and remain conditions of employment for the Operations Aide:

New Birth in Christ, Christian Growth, Family Commitment, Commitment to a Local Church, and Preparation and Calling to Ministry in the WCSS School System.

(See fuller explanation of these qualifications on the Wage Agreement Attachment.)

#### **MINISTRY RESPONSIBILITIES:**

The Operations Aide shall carry out all duties assigned by the WCSS Operations Director and fulfill the following responsibilities:

##### **A. Focus on Spiritual Ministry:**

Provide a Biblical servant's example visible and recognizable to Department personnel, WCSS personnel, students, parents, visitors, and contractors and vendors.

Attend and participate in the weekly devotions of the Operations Department when scheduled.

**B. Adhere to Safety Standards:**

Follow safety policy and procedures as described in the WCSS Employee Illness and Injury Prevention Plan, and encourage compliance among department personnel.

Ensure an understanding of the Comprehensive Safety Plan and the responsibilities assigned to Operations personnel.

Note any unsafe conditions or behavior on campus and report any concerns to the Operations Director or the Operations Lead Person.

**C. School Operation Responsibilities:**

Review scheduled campus events daily and in advance to ensure understanding of setup and support needs.

Receive assigned work orders, event setups, and assignments from the Operations Lead Person, complete work as directed, and promptly and appropriately report necessary information to the Operations Lead Person after completion.

Be prepared to work on miscellaneous maintenance and custodial assignments as directed by the Operations Lead Person or Operations Director.

Work with other scheduled Campus Aides daily to complete Closing and Classroom checklists as required.

Support supervision and security awareness of campus during any campus events.

Direct and facilitate traffic flow and monitor parking lots during major events on WCSS campuses.

Provide ministry support of Operations functions for major school events as directed by the Operations Director and Operations Lead Persons.

Fulfill necessary miscellaneous duties as directed by the Operations Director and the Operations Lead Person.