

✚ Christ the King School has a **Cafeteria Manager** position opening for 2017-2018 school year. Applicants must have Bachelor's degree and at least 1 year of relevant experience OR Associate's degree (or equivalent educational experience) and at least 1 year of relevant experience.

Compliance with NSLP regulations is required and job responsibilities include:

- Supervise, plan and direct the operations of the Christ the King School lunch program and cafeteria in accordance with AR Department of Health/Child Nutrition.
 - Assure requirements of school for qualifications for National School Lunch Program by planning and serving meals that provide adequate nutrition for students.
 - Plan all menus, making use of government commodities, in a manner appealing to students.
- Order proper amounts of food weekly from suppliers and monthly commodities. This includes using economical methods for maximizing funding available for operations.
- Collect and record financial accounts; keep necessary logs to fulfill NSLP requirements.

✚ CTK School is searching for an **After School Care (ASC) Program Director**. Hours and days may vary but individuals should be available from 2:30-5:30 p.m. Monday-Friday while school is in session. Seeking individuals to engage, encourage, and motivate preschool and school age children after school hours. Applicants must be a hard-working team player who can create age appropriate activities and work well with colleagues, parents, and children. Experience a plus but not required. Must be 21 years of age and hold higher-education degree or appropriate educational hours/certification.

ASC Director position includes approximately 15-20 hours per week.

Director duties include:

- Provide a safe and happy environment.
 - Plan and supervise daily activities.
- Plan and purchase appropriate snacks and drinks.
- Responsible for hiring, training, and overseeing employees for after consulting with the principal. Oversee scheduling of employees each week/month.
- Maintain After School Care (ASC) registration forms, attendance, and billing.
- Ensure all facilities are clean, orderly, and secure at the end of the day.
- Complete DHS approved professional development and ensure all DHS guidelines are followed. i.e. employee background checks, annual continuing education hours, maintain staff records, etc.



✚ Christ the King School is seeking applications for a **Summer Care Program (SCP) Director**. The program will June 5-August 4 and is open Monday-Friday from 7:30 a.m.-5:30 p.m. Seeking individuals to engage, encourage, and motivate preschool and school age children. Applicants must be a hard-working team player who can create age appropriate activities and work well with colleagues, parents, and children. Experience a plus but not required. Must be 21 years of age and hold higher-education degree or appropriate educational hours/certification.

SCP Director position includes approximately 30-40 hours per week. Director duties include:

- Provide a safe and happy environment.
 - Plan and supervise daily activities.
- Plan and purchase appropriate snacks and drinks.
- Responsible for hiring, training, and managing employees in collaboration with the principal.
- Oversee scheduling of employees each week/month.
- Maintain Summer Care Program (SCP) registration forms, attendance, and billing.
- Ensure all facilities are clean, orderly, and secure at the end of the day.
- Complete DHS approved professional development and ensure all DHS guidelines are followed. i.e. employee background checks, annual continuing education hours, maintain staff records, etc.

✚ Christ the King Catholic School is seeking a **full-time Preschool Teacher's Aide**. This opportunity becomes available beginning with the 2017-2018 school year. All applicants must have a love and respect for students and be committed to partnering with parents and the community to instill a passion for learning in a Christ centered environment. Our preschool aides must be positive team players with a desire to contribute and share their gifts and talents with the students, parents, and school. All employees are required to adhere to DHS requirements and regulations to ensure student safety.

✚ Christ the King Catholic School is seeking a **long-term substitute Preschool Teacher's Aide** for the first semester of the 2017-2018 school year from August - December. All applicants must have a love and respect for students and be committed to partnering with parents and the community to instill a passion for learning in a Christ centered environment. Our preschool aides must be positive team players with a desire to contribute and share their gifts and talents with the students, parents, and school. All employees are required to adhere to DHS requirements and regulations to ensure student safety.

If you are interested in any of the above positions, please contact the school office at 782-0614 to obtain an employment application. You may email your resume and references to Ann Cannon at acannon@ctk-school.com.

Christ the King School is an equal opportunity provider and employer.



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2017

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Jerry Lee & Don Smith
William Reith
Monica Reith Clennon
Mike & Patti Reith
JoAnn Lewison

Shirley Teague
Erwin Stec
Sandy Stec Dorman

Randy Malone Jr.

John & Polly Borengasser
Jim & Elizabeth Boerner

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Mr. & Mrs. Joseph W. Reznik
Mr. & Mrs. Joseph McManns
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Beecher/Borecki families
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