

Clovis Christian Schools
JOB OPENINGS – School Year 2017-18

CERTIFIED POSITIONS

If you have a passion for teaching, a knack for engaging learners, and a talent for bringing the classroom to life, then look no further—CCS is the place for you! A group of talented, inquisitive, and dedicated students is seeking engaging Christian teachers who set high expectations for student learning through a variety of teaching methods and strategies. Full-time hours 7:30 to 3:30 (unless applying for part-time position). Bachelor's degree required. Current teaching license preferred, but not required. Must apply for ACSI certification upon employment. Beginning school year 2017-18. Salary Range: \$24,000-\$28,200 for full-time, DOE. Master's degree-\$1,000 increment.

- ***Art Teacher***
- ***Elementary Teachers, Grades 2-3***
- ***High School Bible Teacher***
- ***Media Specialist/High School Yearbook Teacher***
- ***Middle School Language Arts Teacher***
- ***Music Teacher, K-4 and Honor Choir, 5-7***
- ***Physical Education Teacher***
- ***Science Teacher, Grades 6-12***
- ***Spanish Teacher***

To apply for any of these teaching positions, please access an online Certified Staff Application at www.clovis eagles.com under the EMPLOYMENT tab. Please submit your completed application to Dr. Ladona K. Clayton, P.O. Box 608, Clovis, NM 88102 or via email (lclayton@clovis eagles.com). For further information, please contact Dr. Clayton at 575-935-2279.

SUPPORT STAFF POSITIONS

BOOKKEEPER

Clovis Christian Schools is seeking an experienced bookkeeper that can maintain an accurate record of all business transactions and cash flow through the use of tools such as QuickBooks and other accounting software. Must be able to create income statements, manage balance sheets, oversee the financial transactions of individual departments, and run payroll. He/she is responsible for all required employment documents and filing quarterly and annual reports. Must be able to multi-task and be proficient in Microsoft Office Suite. Full-time, 11-month position. Salary \$25,000 to start. Hours 7:30 to 4:30. Position open until filled.

EXECUTIVE ASSISTANT, GRADES PK-6. Clovis Christian Schools is seeking a high-energy, self-motivated, and skilled Christian leader who loves children and enjoys the challenge of running an elementary school office where a flurry of activity is the norm. Must be able to multi-task and be proficient in Microsoft Office Suite. Full-time, 10-month position. Salary \$19,500 to start. Hours 7:30 to 4:30. School Year 2017-18, July 17-June 6. Position open until filled.

LEARNING LAB ASSISTANT.

Clovis Christian Schools is seeking a self-motivated, tech-savvy leader who possesses technology literacy skills to mentor students and teachers in the effective use of technological tools and software. This is a full-time, 10-month position. Hours are daily 7:30 to 3:30. A high school diploma is required. School Year 2017-18: August 7-May 23. Beginning salary of \$17,250. Position open until filled.

PRE-K EDUCATIONAL ASSISTANT.

This is a full-time, 10-month position. Hours are daily 7:30 to 3:30. A high school diploma is required. School Year 2017-18: August 7-May 23. Beginning salary of \$17,250.

SCHOOL BUS DRIVER.

This is a 9-month position. CDL License required. Excellent driving record required, with school bus driving experience preferred. August 14-May 23. Two bus routes daily, one morning and one after school. Only two stops on each route—CAFB and Portales. Hourly rate \$13.00. Opportunity also exists for field trips and athletic trips.

To apply for any of these support staff positions, please access an online Support Staff Application at www.clovis eagles.com under the EMPLOYMENT tab. Please submit your completed application to Dr. Ladona K. Clayton, P.O. Box 608, Clovis, NM 88102 or via email (lclayton@clovis eagles.com). For further information, please contact Dr. Clayton at 575-935-2279.

ADMINISTRATION POSITION

SECONDARY PRINCIPAL, GRADES 7-12/ATHLETIC DIRECTOR. This is a full-time, 10-month position with a great opportunity for advancement for a Christian administrator in education who feels called to move Clovis Christian Schools forward toward higher excellence. The Secondary Principal oversees academic, spiritual, athletic, and social programs for grades 7-12. He/she also provides supervision, support, and guidance for the secondary faculty and staff. Bachelor's degree is required. Master's degree in administration or an administrative certificate is preferred. Hours are 7:30 to 4:30 daily with some extended hours and weekends. School Year 2017-18: July 17-June 6. Salary range is \$53,000 - \$58,000, DOE.

NOTE: ATHLETIC DIRECTOR position may be a half-time position for an interested applicant. The Athletic Director oversees all athletic programs for grades 6-12, including archery, basketball, soccer, track, and volleyball.

If secondary principal candidates are interested in only the administrative position without the athletic director included, an adjustment in salary will be made.

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