

# Job Posting

<b>Job Title:</b>	School Support Services Assistant
<b>Location:</b>	Fort Collins Christian School / Fort Collins, Colorado
<b>Reports to:</b>	Head Teacher
<b>Status:</b>	Part-time, Non-exempt, hourly / 18 hours per week
<b>Duration of Position:</b>	August 1, 2025 through May 31, 2026
<b>Hourly Rate of Pay:</b>	\$15.58 to \$21.09 per hour (Community Wage Rates)

## Job Summary:

Fort Collins Christian School is seeking a School Support Services Assistant that will support general functions across Preschool and K–8 classrooms. This part-time position contributes to the overall effectiveness of the school by assisting teachers, supervising students, maintaining a clean and organized environment, and supporting daily operational needs

## Duties and Responsibilities:

- Assist classroom teachers in supporting instruction and student learning.
- Supervise students during recess, lunch and transitions.
- Perform light janitorial tasks and classroom organization.
- Provide clerical support such as copying, organizing materials and basic office tasks.
- Collaborate with teachers and staff to support a positive school environment.

## Qualifications:

- Be a member in good standing of a Seventh-day Adventist church within the Rocky Mountain Conference. Membership must be transferred within six months if transferring from outside of the RMC region.
- Faithfully return tithe to the Rocky Mountain Conference.
- A heart for children and a commitment to Christian Education.
- Previous experience preferred.
- Flexibility and willingness to assist with a variety of tasks.
- Strong communication and teamwork skills.
- Ability to meet Colorado Department of Early Childhood requirements including:
  - Passing a background check / CBI.
  - Willingness to complete required ECE training and certification to assist with the Preschool program.

**How to apply:** Please submit your resume and a cover letter to Jessica Baker, FCCS Head Teacher, at [j.baker@fcchristianschool.com](mailto:j.baker@fcchristianschool.com)

**Deadline to Submit Application:** June 23, 2025