



OPERATIONS ASSISTANT & MS AIDE

To Apply

Posted: March 3, 2025

Position Title: Operations Assistant & MS Aide

Job Type: Full-time/ Benefit eligible

Start Date: August 2025

Organization Name: Grace Cascade Christian Schools

School: Grace Cascade Christian Schools

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

Contact Phone: (541) 608-1315

Contact Email: kbrown@gracechristian.org

Minimum Requirements: Basic computer experience and general technical knowledge. Experience working with large groups of children.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Facilities Assistant

Status: Non-Exempt/Classified Hourly

Reports to: Facilities Coordinator

General Description: The Facilities Assistant oversees the district print shop, assists the facilities department, and provides middle school supervision.

QUALIFICATIONS

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Support the school's mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents, and the community.

- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and criticism.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

Position Responsibilities

- Oversee district print shop operations including laminating, folding, printing requests for the district, and ordering supplies.
- Daily courier between school sites and distributes ingoing and outgoing mail.
- Assist the facilities department and manage school facility calendars, schedules, and maintenance requests.
- School contact for outside groups who want to rent facilities.
- Secretary for the monthly Safety Committee Meeting. Prepares agendas, takes notes, and types up minutes from the meeting.
- Provides safety and security for students by monitoring and caring for student needs during breaks and lunch periods.
- Assists student office and staff as needed.
- Keeps Bloodborne Pathogens Kit supplied on Cascade Campus.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit, Stand, and Walk for extended periods of time.
- Exhibit manual dexterity to enter data into a computer.
- Hear and understand speech at normal kitchen levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly.
- Physical agility to lift or move up to 25 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move kitchen equipment.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*