

## **Job Description**

### **Calvary Chapel Academy**

### **Media Center Aide**

Reports to: Media Center Specialist  
FLSA Status: Non-Exempt (Hourly)  
Hours per week: 29 (Part Time)  
Campus: Calvary Chapel Academy, Melbourne

To assist the school Media Center Specialist in managing the Media Center and assisting teachers and students with the use of the Media Center.

Win, Disciple, Send: ...*We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done...and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep his commands.* Psalm 78:4-7

#### **Job Requirements:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Possess good verbal and written communication skills
- Know and effectively use Microsoft Office Software including Outlook for email
- Ability to perform routine physical activities that are required to fulfill the job responsibilities
- Possess the ability to work with the various age and grade levels of the students (*For it is God who works in you to will and to act in order to fulfill his good purpose* Philippians 2:3)
- Work with students on a weekly basis locating, checking out, and returning books and other media center materials (*Let each of you look not only to his own interests, but also to the interests of others* Philippians 2:4)
- Assist the media center specialist in processing all new books as well as donations of library materials (*But everything should be done in a fitting and orderly way* 1 Corinthians 14:40)
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Shall notify the administration of any policy he/she is unable to support.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment with the school.
- Perform any other duties as may be reasonably requested by the media center specialist and/or CCA Administration

#### **Skills:**

- Ability to communicate and interact lovingly with children
- Communicate effectively with CCA administration, teachers and students
- Ability to multi-task and have disciplined time-management skills
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment with the school.

## Other Qualifications:

- Be a Christian role model in attitude, speech and actions toward others
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.* Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Galatians 5:22-23)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.* John 13:34-35)
- Mature and ongoing relationship with Christ
- Actively participate in a local Bible-believing church
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters (Hebrews 13:18)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- Have a conviction that God has called him/her to Christian school ministry
- Maintain high standards of ethics, honesty and integrity in all personal and professional matters
- Follow the Matthew 18 principle in dealing with conflict
- A heartfelt commitment to the core values and belief of CCM and CCA, adhering to those values in all aspects of this position
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school

## Mission Statement

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "*Go into all the world and preach the good news to all creation.*" Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought..... Mind of Christ

To minister like Jesus did..... Works or Ministry of Christ

To be like Jesus..... Character of Christ

*"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."* Matthew 28:19 -20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth."* Acts 1:8

## **CORE COMMITMENTS**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

### **CONNECT**

To others in personal vibrant relationships.

### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.