



## Pacifica Christian High School-Orange County

### **Open Position: Part-time Campus Supervisor**

#### **Purpose of the School**

Pacifica is devoted to teaching young men and women to think critically and wisely, instilling heartfelt joy and interest in learning, while encouraging lives of faith, character, and service to God. In order to accomplish our mission, we offer a rigorous, semi-classical, liberal arts curriculum directed by an energetic and talented faculty, working in partnership with families, and focused on the holistic development of each individual student.

Our desire is to inspire students to think well and engage their hearts to live well. Pacifica's goal is for students to graduate with the wisdom and skills necessary for further study, and to be prepared to represent God effectively in all of life.

#### **Characteristics of Staff**

Pacifica staff must have a personal and dynamic relationship with Jesus Christ and incorporate a distinctly Christian worldview into their work. Staff must hold high personal and professional standards and enjoy working with high school students and their families. Each staff member at Pacifica maintains an enthusiastic commitment to the school's statement of faith in word and deed. Each staff member seeks to maintain an atmosphere of grace and joy at Pacifica.

Pacifica staff are responsible to conduct all activities with a commitment to realizing excellence in achievement, character, and reputation. They represent the Pacifica mission to every community member including students, parents, donors, and board members.



Request an application and interview by contacting Luis Garcia at [lgarcia@pacificaoc.org](mailto:lgarcia@pacificaoc.org) or (949) 887-2070, ext 004.

Job Title: Campus Supervisor

Schedule: M-F, excluding holidays and school breaks.

- 20 hours per week
- Morning and afternoon schedules available

Length of Work Year: August 19, 2019 through June 2, 2020

Employment Type: Part Time

Pay: \$13.00/hour

Roles and Responsibilities May Include:

- Campus Set-Up (morning shift):
  - Responsible for opening campus each morning by 7:30am.
  - Responsible for putting out and setting up large cafe umbrellas (12) and wiping down lunch tables before students arrive in the morning. Employee must be able to lift up to 25 pounds on a daily basis.
  - Responsible for picking up any trash or debris found in the school common area before students arrive in the morning.
  - Responsible for making sure gymnasium is in order before school starts.
  - Report any maintenance or repair issues to Business Office.
- Student Drop-Off (morning shift):
  - Assist Pacifica Staff with directing traffic and student safety in the parking lot during morning drop-off.



- This role may involve:
  - Directing Traffic
  - Supervising students as they arrive on campus
  - Instructing drivers how to proceed through the drop-off line
  - Helping staff and students park in a safe manner
  - Setting up orange cones and other traffic management equipment
- Student Pick-Up (afternoon shift):
  - Assist Pacifica Staff with directing traffic and student safety in the parking lot during afternoon pick-up.
  - This role may involve:
    - Directing Traffic
    - Supervising students as they depart campus
    - Instructing drivers how to proceed through the pick-up line
    - Helping staff and students depart in a safe manner
    - Putting away orange cones and other traffic management equipment
- Campus Clean-Up (afternoon shift):
  - Responsible for cleaning up A/V equipment after Chapel and Assemblies.
  - Responsible for picking up any trash or debris found in the school common area after students depart in the afternoon.
  - Responsible for making sure gymnasium is organized and set-up for afternoon practices.
  - Responsible for putting away large cafe umbrellas (12) and other items.  
Employee must be able to lift up to 25 pounds on a daily basis.
  - Responsible for closing campus each afternoon at 3:15 PM.
  - Responsible for picking up any trash or debris left in the school common area.
  - Report any maintenance or repair issues to Business Office.



- Student Supervision (all shifts): assist Pacifica Staff in supervising and monitoring students during the day to ensure that students are being productive and adhering to Pacifica Student Handbook guidelines.
- Other Responsibilities (all shifts): Associate Campus Supervisor may be called upon to help with special school events that fall within the Associate's schedule. These include events like chapel, assemblies, holidays, etc.

*Pacifica is an EEO employer, seeking to be diverse in people and programs consistent with its mission.*