



# PROVIDENCE

## A C A D E M Y

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Classical ★ Christian ★ University-Model®

### **Job Posting: Grammar Facilities Manager**

**Location: Providence Academy Grammar Campus**

**Position Type: Full Day on Tuesdays and Thursdays**

**Reports to: Administrator**

### **About Us**

Providence Academy is a Classical Christian and University-Model® School dedicated to cultivating wisdom, virtue, and a love for learning in our students. Our unique model partners with parents to provide a classical, college-preparatory education to equip students with a biblical worldview, all to God's Glory. We seek a Grammar Facilities Manager who will support our mission by ensuring a well-organized, safe, and welcoming environment for our students, staff, and families.

### **Position Overview**

The Grammar Facilities Manager is responsible for overseeing operational tasks, assisting with student supervision, and ensuring the smooth function of school facilities. This role requires a heart for service, attention to detail, and a commitment to fostering a Christ-centered community.

### **Key Responsibilities**

- Set out cones for drop-off/pick-up.
- Arrange K-6th grade gym signs and recess boundary cones.
- Assist in setting up the front desk and carrying student backpacks upstairs.
- Prepare a classroom in the library every Thursday morning.
- Check with the front desk for daily tasks or errands.
- Set up and clean lunch tables.
- Monitor students during lunch.
- Assist with dismissal by bringing backpacks downstairs.
- Store front desk items and take out trash from the gym closet.
- Remove cones and ensure recess boundaries are picked up.

## **Additional Responsibilities**

- Supervise students before school.
- Take the lead role in lunch supervision.
- Assist teachers and staff with dismissal.
- Ensure gym equipment and spaces are properly maintained.
- Collaborate with the Family Life Director with set up and tear down for school events.
- Perform other tasks as assigned by the Administrator.

## **Qualifications**

### **Personal & Spiritual Qualifications:**

- A committed Christian with a strong daily walk with Jesus Christ.
- A joyful and humble servant who exemplifies Christian character.
- Ability to work well with students, staff, and parents in a Christ-honoring manner.
- Respects school policies and the role of parents in Christian education.

### **Professional Qualifications:**

- Basic computer literacy and ability to use educational technology.
- Understanding of the school's mission and core values.
- Ability to maintain confidentiality, discretion, and professionalism.

## **Why Join Our Team?**

- Be part of a Christ-centered educational community.
- Make a meaningful impact on students' daily experiences.
- Work alongside a dedicated and mission-driven staff.

If you feel called to serve in this role, please submit your application [HERE](#) and send your resume and cover letter to Mrs. Abbott at [cabbott@providence-academy.com](mailto:cabbott@providence-academy.com).

*Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*