



PCS JOB POSTING

FRONT OFFICE/ CLASSROOM AIDE

Pasadena Christian School has an available job opening for a Front Office Assistant/Classroom Aide. This person will attend to administrative needs on the elementary school campus with a focus in the front office.

Duties include, but is not exclusive to, answering phones, attending to the needs of parents, students, teachers and staff including administering basic first aid. Duties also include keeping an organized front office and working collaboratively with other front office staff. This job will require occasional work on the elementary campus as a classroom and/or playground aide.

The qualified candidate will work closely with the Office Manager, Principal and Head-of-School.

Strong communication and interpersonal skills are a must. The ability to be flexible and work in a fast paced environment is required. Creative problem solving, strong follow through and professional presentation is a must. Experience supervising children and/or working at a school is a plus.

Must agree and adhere to the school's Code of Conduct as well as the school's Statement of Faith.

Associate or Bachelor's degree preferred.

Salary is commensurate to experience and skills. Job is 30 hours per week with benefits.

For more information, contact the Human Resources department at: hr@pcs.school



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