



Lake Mead Christian Ministries exist to make disciples through education and community.

Lake Mead Christian Ministries (LMCM) Minister- LMCA Elementary Assistant

Job Type: Full Time

Department: Academy

Reports to: Elementary Director

Job Summary: Under the direction and supervision of the Elementary Director, the Elementary Assistant works to coordinate and supervise daily operations. This position supports the director in departmental planning and helps enhance productivity. The assistant organizes company initiatives and makes proper arrangements to meet department objectives and help facilitate the ongoing development and alignment of elementary programs.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

Essential Job Functions:

- Act as proxy when the Elementary Principal is off-campus and unavailable
- Helps with maintaining systems for attendance, event planning, reports, coordinating, and planning class schedules
- Assists with the planning and use of external budget programs (ie: Title II)
- Assesses data such as state standards and test scores
- Helps respond to disciplinary issues and parent communication
- Provides timely and effective communications regarding incidents and/or situations which might impact the school to appropriate office/school personnel
- Walks the hallways and checks in on teachers/classrooms to help maintain school safety procedures
- Maintains a standard of student behavior designed to command respect and minimize school and classroom interruptions.
- Assists with training, school events, etc.
- Attends weekly teacher meetings
- Maintains and cultivates the external and internal image of LMCA
- Represents LMCA in community affairs and activities

- **Other duties as supervisor deems necessary.**

Compensation: \$25,000 to \$27,000