

Opportunity Profile



EASTERN CHRISTIAN SCHOOL

Engaging. Nurturing. Transforming.

OPPORTUNITY PROFILE
for the position of
COLLEGE & CAREER ASSISTANT

Please fill out the attached application form or online at
www.easternchristian.org

OUR SCHOOL



Engaging. Nurturing. Transforming.

EASTERN CHRISTIAN SCHOOL

For 123 years, Eastern Christian School has endeavored to transform the world in the service of God's kingdom! True to the school's motto of "Engaging...Nurturing...Transforming," generations of Eastern Christian graduates have led distinguished lives of service in virtually every field of human endeavor – world changing lives in the service of the King!

Eastern Christian School was named a New Jersey School of Character in 2014 and one of only three National Districts of Character in 2015. Eastern Christian High School has been ranked as one of the 50 Best Christian High Schools in America. In addition, Eastern Christian School has been recognized as a NJ Small Business Success Award winner for its innovative business and institutional sustainability practices.

Eastern Christian School places great importance on nurturing the spirit of its students by way of daily devotions for students and faculty, weekly chapel services, numerous small group studies, and dozens of overseas and local mission trips and Christian service opportunities each year.

Eastern Christian School has a comprehensive and well-established athletic program with a history of excellence, including numerous state championships in multiple sports, dating back nearly a century.

Ranked one of **50** Best Christian High Schools in America 

 **123** years ENGAGING. NURTURING. TRANSFORMING.

more than **95%** of graduates typically pursue further study at a collegiate level 

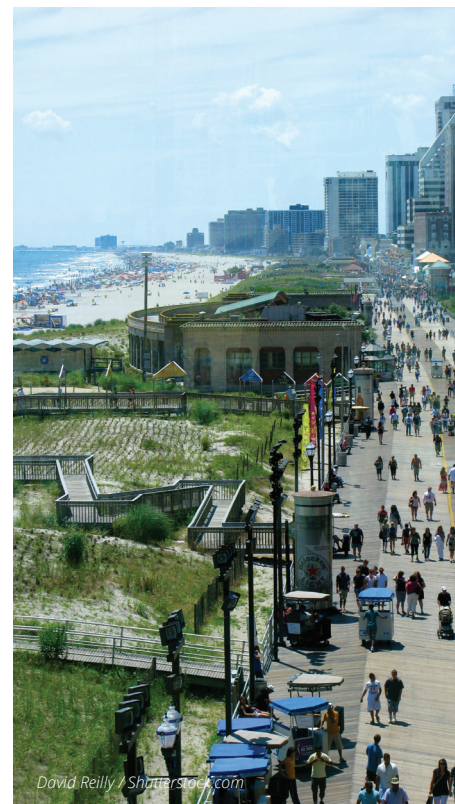
National District of **CHARACTER**  New Jersey Small Business Success Award Winner

OUR COMMUNITY




Eastern Christian School operates on three suburban campuses in beautiful Bergen and Passaic Counties, New Jersey, less than 25 miles west of New York City. The school's community combines the benefits of well established small towns with thousands of acres of open space and the excitement of living on the threshold of the world's most vibrant and exciting city with its plethora of cultural, artistic, and athletic attractions. Recreational opportunities abound year round, with proximity to New Jersey's over one hundred miles of white sand, Atlantic beaches in the summer and ski resorts within easy reach to the north and west in winter. Eastern Christian's location is ideal for travel throughout the northeast United States and around the world with easy access to Newark, LaGuardia and Kennedy airports, local and long-distance train service, and the interstate highway system.

The Eastern Christian School community represents a wonderfully diverse tapestry of racial, ethnic and worship traditions, befitting a Christian learning community located in one of the most diverse metropolitan areas in the world! Founded in the Reformed theological tradition, the school community now includes approximately 150 different congregations from more than a dozen theological traditions. The school community includes families from many ethnic backgrounds and more than one-third of the student body is made up of students of color.



 **150** churches

less than **25** miles west of New York City

 **1 in 3** students are of color

David Reilly / Shutterstock.com



EASTERN CHRISTIAN SCHOOL

Engaging ♥ Nurturing ♥ Transforming

Eastern Christian School Mission: By providing an excellent academic curriculum, offering a variety of extra-curricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.

Position Description

Position Title

College and Career Assistant

Department

Eastern Christian High School

Reports to

College and Career Counselor

Contract

Hourly Position Part Time

Employment Agreement

The College and Career Assistant shall be employed on a 10.5 month basis with an allowance for vacation per Policy 5.05. Scheduling of vacations shall be coordinated with the High School Principal. It is understood and agreed that the College and Career Assistant shall be employed on an atwill basis.

Overall Responsibility

To assist the Eastern Christian College and Career Program in a variety of ways in order to meet the needs of the school community.

Key Tasks & Responsibilities

College and Career Responsibilities:

- Phones, visitors, traffic, regular mailings and announcements
- Assist counselor with college application processing (upload transcripts, proofread and edit recommendation letters, complete school forms, etc.)
- Coordinate college representative visits
- Support standardized testing
- Maintain student and alumni records
- Maintain scholarships connected to Eastern Christian School
- Attend evening events (College Application Night, Junior Parent Night, Financial Planning Seminar, Open Houses, Back to School Nights, etc.)
- Manage Project Acceleration and online learning paperwork
- Additional tasks/responsibilities at the discretion of the College and Career Counselor

continued on next page

Position Description

Key Tasks & Responsibilities (cont.)

Admissions Responsibilities:

- Support application processing
- Schedule and oversee placement testing for new students

Special Education Responsibilities:

- Child Study Team scheduling
- Prepare documents for Child Study Team meetings

Other Responsibilities:

- Maintain student management system (Realtime)
- Prepare quarterly report cards
- Assist with senior events (programs, awards, certificates, tickets, etc.)

Qualifications Experience Requirements

Professionally

- Discretion and ability to maintain confidentiality of all information
- Strong written and oral communication skills
- Ability to serve needs of a variety of personnel and work collaboratively
- Ability to multitask
- Computer proficiency. Familiarity with Google and Microsoft programs. Experience with Realtime and/or Naviance software is advantageous.
- Ability to complete tasks/projects efficiently and in a timely manner

Spiritually

- Acceptance of ECSA's Statement of Faith
- A strong, clear, Christian testimony
- A mature, godly spirit

Personally

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others
- The ability to listen and respond to counsel
- A strong philosophical commitment to Christian education and the mission of Eastern Christian School
- Passion and enthusiasm for working with high school students



**EASTERN CHRISTIAN
SCHOOL**

ELEMENTARY SCHOOL

25 Baldin Drive,
Midland Park, NJ 07432
Ph: 201.445.6150

MIDDLE SCHOOL

518 Sicomac Avenue
Wyckoff, NJ 07481
Ph: 201.891.3663

HIGH SCHOOL

50 Oakwood Avenue
North Haledon, NJ 07508
Ph: 973.427.0900

www.easternchristian.org



EASTERN CHRISTIAN SCHOOL

50 Oakwood Avenue, North Haledon, NJ 07508-2449
P 973.427.0900 E jessestruck@easternchristian.org

SUPPORT STAFF APPLICATION *College and Career Assistant*

BIOGRAPHICAL INFORMATION

Date _____

Name _____ Phone () _____
area code

Address _____
street city state zip

RECORD OF HIGHER EDUCATION

(most recent first; refer to resumé if attached)

INSTITUTION	MAJOR/MINOR	DEGREE	DATE

Please list courses beyond highest degree on attached sheet.

Distinctions (i.e., awards, scholarships, honors): _____

Activities, hobbies, or interests: _____

PROFESSIONAL EXPERIENCE

(List most recent first, and include practice teaching.)

EMPLOYER	POSITION	DATES

Reason for leaving: _____

PROFESSIONAL EXPERIENCE CONT.

(List most recent first, and include practice teaching.)

EMPLOYER	POSITION	DATES

Reason for leaving: _____

EMPLOYER	POSITION	DATES

Reason for leaving: _____

EMPLOYER	POSITION	DATES

Reason for leaving: _____

SPIRITUAL LIFE

Church membership: _____

Church duties or ministry involvements:

DUTIES/INVOLVEMENTS	DATES	OFFICE	DATES

Do you subscribe to the Eastern Christian Schools "Statement of Faith"? YES NO

"I hereby solemnly declare that I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and that I sincerely receive and adopt the Belgic Confession, the Heidelberg Catechism and the Canons of Dort as setting forth the system of truth taught in the Holy Scriptures."

Attach a statement of any significant exceptions or reservations.

 Signature

PHILOSOPHY OF CHRISTIAN EDUCATION

(Write your responses to these questions on a separate sheet and attach to the application.)

1. Eastern Christian is founded on the Reformed Perspective that faith and life are integrated. What are the implications of this statement for Reformed Christian schools?
2. How does our identity as Christians inform the role of the College and Career Program at Eastern Christian? How might this impact the way we support and guide students as they transition from high school to college and career?
3. Describe the most significant gift or quality which you would bring to Eastern Christian in the role of College and Career Assistant.

REFERENCES

List below at least three people who will testify to your character:

NAME	POSITION	ADDRESS	PHONE NUMBER

EASTERN CHRISTIAN SCHOOL ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, OR NATIONAL ORIGIN.



**EASTERN CHRISTIAN
SCHOOL**

ELEMENTARY SCHOOL

25 Baldin Drive,
Midland Park, NJ 07432
Ph: 201.445.6150

MIDDLE SCHOOL

518 Sicomac Avenue
Wyckoff, NJ 07481
Ph: 201.891.3663

HIGH SCHOOL

50 Oakwood Avenue
North Haledon, NJ 07508
Ph: 973.427.0900

www.easternchristian.org