

Exhibit I

Position Description for Faith Baptist School

Faith Baptist School Director's Assistant

I. Position Description. The Director's Assistant is responsible for providing direct support to the Director by carrying out all duties assigned, and supporting all efforts as defined under Duties and Responsibilities below.

II. Specific Duties and Responsibilities.

- Reports to the FBS Director
- Contributes to the total school program through extra duties as assigned
- Participates in school activities (Ex. Fall fest, art auction)
- Adheres to policies and procedures as outlined in the Staff Handbook
- Becomes knowledgeable in the functioning of the school and Faith Baptist Church's other programs and services and is able to accurately answer questions posed by staff, parents or students
- Performs general office duties as assigned.
- Participates in school/church activities
- Contacts substitutes when necessary
- Adheres to policies and procedures as outlined in the Staff Handbook
- Substitutes in classrooms/chapel when needed

III. General Qualifications.

1. Flexibility, dependability and confidentiality are mandatory
2. Employee must be a member of Faith Baptist Church or a Baptist church teaching similar doctrine
3. First Aid and CPR certified (current).
4. Modesty in dress, speech and lifestyle is expected
5. Must have an approved background check completed
6. Demonstrates acceptable telephone manners
7. Maintains a respectful Christ centered relationship with all peers, supervisors, students and parents
8. Works as an effective member of the school team.
9. Attends all professional development, staff meetings, devotionals and in-service

IV. Work Hours.

This is a full-time position with work hours not to exceed 40 hours per week. The regular duty hours are Monday through Friday from 07:45 – 15:45. On staff meeting day, the duty hours extend until the completion of the meeting. This schedule is in effect when the school is in session.