



GRACE
CHRISTIAN SCHOOL

12407 PINTAIL STREET
ANCHORAGE, AK 99516

907-345-4814
www.GraceChristianAlaska.org

Traffic Assistant | Job Description

Overview

The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school, which is thoroughly Christian and academically superb. The Traffic Assistant is under the direct supervision of the K-8 Principal.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
6. Possess the ability to work gracefully with parents, students, and other school staff.
7. Be diligent to being on time and demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions under pressure.
8. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
9. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.
10. Experience with children preferred.

Job Description

1. Prompt arrival to ensure traffic cones & signs are properly set up. Mondays, the morning supervisor may have to start earlier due to having to pull the cones from the sidewalk.
2. Daily make sure cones, ropes & signs are all in good working condition.
3. Communicate with maintenance on a regular basis regarding the condition of cones, ropes, stakes for signs & any parking lot needs (gravel, water, ice melt etc).
4. Learn the Elementary & Secondary after school schedule to know when to take cones down to leave evening parking open for events.