



Employee Profile

Disclaimer

The information presented both in this profile and in the employee job description indicates the general nature and level of work expected of staff in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Mission Statement

The Brook Hill School provides excellence in college preparatory education, affirms the gifts and challenges the potential of each student, and encourages students to honor God through Christ-like character.

Faculty Profile

The Brook Hill faculty member should possess spiritual characteristics that reflect:

- Acceptance without reservation of The Brook Hill School Statement of Belief, Mission, Vision, Core Values, and other policies and statements found in the Brook Hill Employee Handbook
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

The Brook Hill faculty member should demonstrate a personal lifestyle that reflects:

- Biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel
- An authentic godly demonstration of love for students and a desire to personally invest in their spiritual, emotional, and social maturation

The Brook Hill faculty member will:

- Participate in the broader ministry of Brook Hill by contributing time, talent, and treasure beyond assigned role and responsibilities
- Maintain a safe and clean working environment by complying with procedures, rules, and regulations

Key Competencies

- Self-motivation
- High energy level
- Strong verbal and written communication skills
- Healthy conflict resolution skills
- Attention to detail
- High work standards
- Strong problem-solving skills
- Decision making
- Strong organizational and planning skills
- Critical thinking
- Stress tolerance
- Flexibility and adaptability
- Initiative
- Willingness to ask for help or information if needed to be successful
- Manage sensitive and confidential information with integrity
- Excellent time management skills
- Ability to work well with volunteers from different age groups backgrounds and experience levels
- Excellent computer skills including excel spreadsheets, word documents, presentations, etc.

Physical Requirements

- Ability to lift 25lbs at times.
- Ability to sit at a desk and work on a computer for extended periods of time.
- Ability to stand and traverse around a classroom, building, common area, etc. and adjust tone and height, by bending or leaning, in order to teach, engage, and interact with each student for extended periods of time.