



Administrator: Rev. Rafael Najem Principal: Miss Jennifer Najem
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April 25, 2022

To Whom It May Concern:

Community Christian Academy has the following job openings for the 2022-23 school year. Please pass the word to your contacts and potential candidates. Teacher candidates must have mastery of the field(s), the ability to flourish in our distinctly Christian model, and a passion for teaching through a combination of traditional lecture format and hands on labs/multi-sensory activities. Any candidates should contact Principal Jennifer Najem at jnajem@ccalowell.org or 978-453-4738.

Thank you!

Pastor Raffoul Najem

JOB OPPORTUNITIES

Upper School English Teacher:

CCA is seeking a qualified Middle School English Language Arts teacher. Candidates must have a Bachelor's degree and preferably 1 or more years of prior experience with teaching and classroom management. The candidates for this position may also need to effectively teach one Bible course or other elective.

Upper School Science Teacher:

CCA is seeking a qualified Middle and Jr. High School Science teacher. Candidates must have a Bachelor's degree and preferably 1 or more years of prior experience with teaching and classroom management. The candidates for this position may also need to effectively teach one Bible course or other elective.

Upper School Math Teacher:

CCA is seeking a qualified Middle and Jr. High School Math teacher. Candidates must have a Bachelor's degree and preferably 1 or more years of prior experience with teaching and classroom management. The candidates for this position may also need to teach a few elective courses.

Elementary Teacher:

Community Christian Academy is hiring Lead Teachers to teach 2nd grade! The teacher would instruct in all the core subject areas including Bible as well as perform all other classroom duties of a lead teacher. The school day is Monday-Friday, 7:45am-3:00pm. Candidates must have a Bachelor's degree and preferably 1 or more years of prior experience with teaching and classroom management.

Teacher's Aide:

CCA is hiring teacher's aides to provide assistance in the general classroom setting. Hours are flexible (within the school day schedule) and will be commensurate to candidate's skill and ability to contribute to the team. Candidates should have some experience working with children and have strong organizational and English speaking skills.

After School Program Coordinator

CCA is seeking a strong candidate capable of designing and managing after school programs for a diverse population of young people ranging from ages 5-14. This is a new position and will be a rewarding one for an energetic and organized person who loves to see young people's lives enriched. Hours are M-F, 1:00-6:00pm (20 hours a week) and pay is commensurate with experience. Responsibilities include setting up and managing registration for students in the various programs, managing a staff of 1-2 individuals plus coaches and other instructors, securing the facility upon closing, purchasing and distributing supplies, invoicing families through QuickBooks, etc. Training will be available.

Bookkeeper

CCF Lowell is hiring a Bookkeeper. Hours are flexible and will be commensurate to candidate's skill and ability to contribute to the team. Must have experience with Quickbooks, be detail oriented, efficient, and present strong references.

**All Applicants for open positions at CCA and CCF Lowell should agree with CCA's Statement of Faith and Lifestyle Policies, available [here](#).*