



GEORGE E. PETERS

ADVENTIST SCHOOL

"The Christian School That Makes a Difference"

6303 Riggs Road · Hyattsville, MD 20783 · Tel (301) 559-6710 · Fax (301) 559-6444

JOB ANNOUNCEMENTS FOR THE 2021-22 SCHOOL YEAR

Administrative Assistant

George E. Peters Adventist School seeks a vibrant, customer-friendly administrative assistant who can answer multi-line phones, greet the public, type, file, sort and handle incoming and outgoing mail. Knowledge of Microsoft Office: Word, Excel and PowerPoint and Google Suite. Experience required; Bachelor's degree preferred. Interested candidates should contact Principal Jarren Jeffery at jjeffery@gepeters.org.

Part-Time Spanish Teacher

George E. Peters Adventist School seeks an experienced Spanish teacher to teach grades pre-k thru 8th grade at least twice a week. Bachelor's degree required. Demonstrated ability to plan Spanish language acquisition lessons, assess students' learning, and keep students engaged. Interested candidates should send resumes to Principal Jarren Jeffery at jjeffery@gepeters.org.

Before Care Program Coordinator

George E. Peters Adventist School seeks a Program Coordinator for Before Care to oversee students who arrive from 7:00am-8:15am. The Program Coordinator will arrange supervision and activities for students during this time. Interested candidates should send resumes to Principal Jarren Jeffery at jjeffery@gepeters.org.

Substitute Teachers

George E. Peters Adventist School seeks substitute teachers for the 2021-22 school year. Substitute teachers will provide coverage for classroom teachers when they are out of the building. Substitute teachers should have experience working with children. Bachelor's degree required. Interested candidates should send resumes to Principal Jarren Jeffery at jjeffery@gepeters.org.



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Volunteer Teacher Assistants

George E. Peters Adventist School seeks volunteer teacher assistants to aid with classroom activities especially for hybrid learning. Teacher assistants will help prepare instructional materials and assist with lunch and recess coverage. Interested candidates should contact Principal Jarren Jeffery at jjeffery@gepeters.org.



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Maintenance Services Bid Announcement

George E. Peters Adventist School seeks Maintenance Services for the 2021-22 school year. Maintenance services needed will include a minimum of two days a week for during the day service (7am-4pm). Daily responsibilities will include:

Grounds upkeep

Maintenance will complete duties outside the building to include repairing school grounds such as the playground and parking areas.

Maintenance

Maintenance will respond to building maintenance needs to include changing light bulbs, fixing an unstuck window or door, replacing a ceiling tile when needed, repairing desks, lockers and chairs, applying a coat of paint where needed and any other building concerns. Maintenance will oversee setting up room arrangements with setting up tables and chairs as well as maneuvering cafeteria tables for outdoor eating when possible.

Safety

Maintenance will keep a lookout for potential problems, such as cracked sidewalks or faulty chairs. Maintenance will abide by institutional and governmental guidelines regarding procedures and safety measures, such as keeping cleaning products away from children. Custodian will support building administration by spotting tensions among students and curbing vandalism. Custodian will assist in maintaining building security by keeping doors locked during the school day and at their departure.

Assisting staff

Teachers and administrators may ask Maintenance to perform tasks such as moving furniture, fixing broken lockers, and unloading deliveries.

Bid Submission

Bids must be submitted no later than **July 31, 2021**. Submit bids to Principal Jarren Jeffery at jjeffery@gepeters.org.