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High School Instructor Job Description

Position Description

- This is a part-time position (20-25 hours per week) Monday- Friday, 2:00- 6:00 PM during the school year. Summer hours range from 25-30 hours per week, Monday-Thursday, 7:30 AM- 2:30 PM for 6 weeks. An additional time of up to 10 hours per month will be given for extracurricular activities.
- Competitive Pay
- The 9th & 10th grade instructor will focus on character development and academic excellence.
- The 11th & 12th grade instructor will focus on college/career readiness, including but not limited to ACT/SAT prep and college tours.

Qualifications:

- Minimum of a Associate's Degree (preferably in Education or a related field) or currently enrolled in college pursuing a degree
- Passion for student ministry
- Demonstrates drive and initiative
- Demonstrates and engaging personality
- Passion for student success

Overview of Instructor Responsibilities:

- Provide academic accountability and assistance through the monitoring of power school, tutoring, increasing GPA's, and SAT/ACT preparation
- Provide engaging and consistent opportunities for college and career readiness
- Actively participate and lead college tours (local and long distance).
- Encourage and equip students in the personal areas of character development, life skills, emotional and mental health, and leadership skills.
- Participate in planning and monitoring recreational activities
- Actively participate and engage in extracurricular activities with your students (sports games, youth group, school clubs, etc
- Lead a bible study and/or small group

- Communicates regularly with WHS guidance (and WHS teachers as needed)
- Maintain student files/records/documentation
- Comply with TMP confidentiality policy
- Monitor student behavior and take disciplinary measures as outlined in policy manual
- Identify student needs and communicate those to teachers, staff, and volunteers as appropriate
- Monitor all interactions between volunteers and students in accordance with safety guidelines
- Assist in set up and keeping site clean
- Attend staff meetings
- Any task deemed necessary