



P.O. Box 2848 | 753 Waverly Road
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teachmypeople.com

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.
- Pay starts between \$13-\$15 per hour with opportunities to advance

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
- Team Player

Overview of Instructor Responsibilities:

- Provide homework assistance and individual academic enrichment
- Participate in planning and monitoring recreational activities
- Lead Bible study activities
- Maintain copies of student report cards/test scores
- Schedule visits with school teachers of students
- 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 with clerical work and maintain sign-in/sign-out sheets for students
- Assist in set up and keeping site clean
- Attend staff meetings
- Any task deemed necessary