



## **Campbell County Christian Learning Center Job Description for Teacher/Program Director Position**

Located at 140 Claiborne Lane, Jacksboro, TN 37757  
Mailing Address: P.O. Box 256, LaFollette, TN 37766  
423-377-5696  
[www.campbellcountyclc.org](http://www.campbellcountyclc.org)

### **Teacher/Program Director Job Description**

Reports to: Directly to Executive Director and indirectly to Board of Directors  
Evaluation: 90 days from date of hire, then annually  
Status: Full-time, Monday-Friday  
When: For Fall Semester 2022 & Spring Semester 2023  
Salary/Wage: \$30,000 based on Campbell County school calendar

### **General Qualifications**

- Professes a personal relationship with God through Jesus Christ
- Maintains a lifestyle consistent with Christ's character
- Is motivated by genuine compassion and a desire to obey Christ's command to "make disciples"
- Personally and publicly supports the mission and goals of the program

### **Specific Qualifications**

- Has a valid Tennessee teaching license, professional license preferred
- Has the gift of teaching, as evidence by prior successful experiences, positive feedback from learners, and pastoral recommendation
- Has proven experience in teaching the Bible
- Relates well to both church and unchurched public school students
- Is reliant on the Holy Spirit and confident of His gifts and empowerment, fostering a quality learning environment and minimizing undesirable student behavior
- Is able to organize student events and service opportunities, promoting a positive Christian environment and meaningful relationships with students and the community



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### **Job Responsibilities**

- Prepares and delivers daily lessons, taking great care to communicate the message creatively and effectively
- Monitors students' progress on an individual basis through various forms of assessment
- Maintains a classroom that is safe, clean, organized, decorated, and prepared for students
- Ensures that attendance records and student information are accurately kept on file, and a copy given to public school attendance clerk as required by the school
- Maintains classroom discipline, following established procedures
- Organizes and oversees programs for increasing student engagement such as after school activities and events, promotional giveaways, etc.
- Recruits, communicates with, and meets with Junior Board members to develop new ideas for student engagement opportunities
- Under direction of Executive Director, evaluates program results based on classroom goals and/or program's mission statement

### **To enhance the program, teachers will also be expected to regularly do the following:**

- Brings the enthusiasm from the classroom to the program's Board of Directors
- Helps develop and critique curriculum
- Facilitates recruitment of students for events/ mailing/ registration participation
- Attends Board of Directors meetings
- Acts as first point of contact for both parents and the school administration
- Participates in school functions to build rapport, as well as program functions (may include but not limited to open houses & parent conferences)
- Contributes articles or class highlights for quarterly newsletters or other promotional materials
- Meets regularly with other program staff
- Assists in cultivating donor relationships with individuals and churches