



## **Jellico High School Ministry Assistant Job Description**

Campbell County Christian Learning Center

**Reports to:** Directly to Program Director and indirectly to Board of Directors

**Evaluation:** 90 days from date of hire, then annually

**Status:** Part-time, approx. 10-15 hours per week when school is in session

**When:** Starting July 2026, 11:00AM-1:30PM Monday-Friday based on Campbell County Public Schools calendar

**Salary/Wage:** \$15 hourly

### **General Qualifications**

- Professes a personal relationship with God through Jesus Christ, is a committed member of a local church, as an exemplary lifestyle, and has a genuine compassion and desire to obey the “Great Commission”
- Successfully passes a background check
- Agrees with and submits to School Ministries, Inc. and Campbell County Christian Learning Center Released Time Bible Education policies
- Warm, friendly personality and sensitive to others’ feelings, relates well with others, including the students

### **Specific Qualifications**

- Minimum of 18 years old
- High school diploma or GED
- Valid, current Driver’s License and safe driving record
- Pastoral recommendation
- Professional recommendation
- Relates well to high school students
- Exhibits organizational skills and maturity
- Submits to leadership of Program Director
- Has the ability to take initiative
- Has a working knowledge of technology, i.e. Smart TV, laptops, tablets, social media, Word, Excel, Scanner, Printer, Copier

### **Job Responsibilities**

- Phone and email communication
  - Internal (Staff, students, and parents)
  - External (School Administration and teachers)

- Primary driver for CLC transportation
  - Safely and reliably maintains daily driving responsibilities for student van transportation from Jellico High School to CLC's classroom location at Jellico First Baptist Church and back during the designated class time
  - Oversees all safety of students during transportation, according to CLC's policy manual
  - Refuels van weekly and maintains any other van procedures in agreement with Jellico First Baptist Church
- Classroom assistance in
  - Classroom activities
  - Discipline and safety of students
  - Evaluating and mentoring students
  - Maintaining required records (attendance, grading, behavior, incidents – as needed) and filing them with the CLC and/or school as appropriate
  - Cleaning duties to maintain a safe, clean, organized, and attractive classroom environment
  - Assisting with set up of the classroom prior to each class, may involve the use of technology
  - Working with students under the direction of the teacher
  - Providing missed work to absent student by end of day if available via technology or on the day that the student returns to school if not available via technology
  - Communicating with school personnel and parents
- Ministry support
  - Attends all required staff meetings
  - Reports to Board meetings upon request
  - Participates in related school/community activities upon request (community events, sports events, open houses, etc.)
  - Cultivates positive relationships with main contacts, supporters, and the general public
  - Participates in ministry promotions upon request
    - Attends support dinners, conferences, student programs
    - Assists teacher in contributing articles or class highlights
  - Assists with and attends fundraiser activities
  - Assists with production and mailing of the newsletter, as needed
  - Errands, such as supply pick up, local print store pick up, and mail runs
  - Attends meetings with the Program Director or Teacher as needed
  - Follows the Billy Graham principle
  - Assists with organization's record-keeping by ensuring there is a physical and digital copy of all records
  - Answers the phone, responds to inquiries, and takes messages during work hours
  - Maintains an accurate time sheet and turns into the Development Director bi-weekly
- Continuing Education
  - Attends training seminars and conferences upon request

Signature: \_\_\_\_\_

Date: \_\_\_\_\_