**CLC Position: 7th/8th Grade Teacher**

The 7th/8th grade teacher will be a permanent part-time hourly position whose normal hours will run from 11:30-3:00 on days when the 7th/8th grade class meets. The person will also be required to attend and work at the board meetings, the annual 5K, annual banquet, and any other event held by the CLC. The teacher will be responsible for teaching and leading the 7th/8th grade classes at CLC. The 7th/8th grade teacher will be responsible for fulfilling the mission of the CLC summarized in the following mission statement which has been adopted by the Board of Directors:

“The Gilmer Christian Learning Center exists to provide a comfortable, yet challenging environment for teens of Gilmer County to encounter God through Jesus Christ and respond to His purpose for their lives.”

The 7th/8th grade teacher shall function as the leader in the classroom and authority over the students. The teacher shall provide a structured classroom setting for the students so order is maintained in the building.

The 7th/8th grade teacher shall also work with the Director to help with such events as the 5K, Banquet, and use of social media. The staff at CLC is a team. It will take the cooperation of each member of the staff for CLC to be successful.

* Make sure each student is welcomed, loved, and cared for during their time at CLC. Get to know them and pray for them.
* Keep attendance daily on Infinite Campus
* Make tests, quizzes, daily assignments for students
* Keep grades up to date on Infinite Campus
* Drive the van to pick up students and drop them off
* Sell snacks when needed.
* Be available for students after the teaching time is over so the students have an opportunity to speak with you and ask questions.
* Maintain a good relationship with CCMS and when needed attend meetings at CCMS and/or meetings with parents at CCMS.
* Check CLC email daily and respond to email promptly
* Speak about our 7th/8th grade program at GMS.
* Assist the Director with speaking engagements in the community about our 7th/8th grade program whenever possible
* Provide updates at the board meeting
* Hold your students responsible for cleaning up their trash in the classroom and other parts of the building
* Keep your classroom clean: Vacuum your classroom weekly, wipe the desks and chairs daily and take the trash as needed.
* Be a team player in regard to building cleanliness and maintenance.
* Perform safety drills for each class such as fire, tornado, intruder, throughout each semester along with the Director so the students know what to do should such an incident occur.
* The teacher is the mandatory reporter. The teacher must immediately inform the Director of any situation involving potential harm to a student. The Director will contact the proper authorities.
* Always have at least one other adult in the building at all times when students are present.
* The Director, not the teacher, is responsible for responding to the media in response to any inquiries or incidents.
* Provide a detailed syllabus for each class to be reviewed by the Director at the beginning of each semester.
* Hand out and collect forms from students
* Assist with mailings to 7th/8th grade students/parents quarterly

This is a ministry position. This job description outlines the primary work of the 7th/8th grade teacher. These duties will require daily attention. Other duties may be assigned by the Director as the need arises.