

## **A Learning Place**

### **Director**

Purpose of the position: Supervise remote learning in church setting 2-3 days per week. This position will be available as long as it is needed, dependent upon how Watauga County structures the remaining school year.

### **Minimal Qualifications**

- Minimum education of a high school diploma.
- Strong verbal and written communication skills
- Detailed oriented
- Organizational skills
- Ability to multitask

### **Preferred Qualifications**

- Bachelor degree or credits towards a bachelor's degree in education or other related field.
- First Aid training

### **Expectations**

- We expect you to be a born again believer with a maturing relationship with Jesus Christ and heart for children.
- Maintain safe learning environment for children
- Be supportive of students and their respective assignments.
- Supervise volunteer staff and coordinate work schedule
- Must be willing to submit to a background check and drug testing.
- Notify church personnel and parents when there is an issue

### **Job Duties**

- Coordinate the registration and intake of students each day
  - Temperature checks
  - Questions to parents
  - Ensure students have all materials needed for the day
- Be knowledgeable of each child's daily remote learning schedule (e.g. screen time, homework, break, as well as lunch time)
- Ensure a quiet environment with minimal disruptions
  - Address disruptive and destructive behavior immediately
- Coordinate and ensure a cleaning schedule is adhered to daily
- Follow the safety protocols established by the church

This position is supervised by the Pastor and supported by the Pastor, Vision Committee, and Boone Advent Christian Church congregation.

### **Work Hours**

- Tuesday, Wednesday and Thursday; 7:30am - 3:00pm

### **Salary**

- \$10-12/hour based upon experience

If you are interested in applying, submit your letter of interest, a list of three (3) references and resume to Rev. Mitch Marlowe, email: [mitchmarl1@gmail.com](mailto:mitchmarl1@gmail.com), Immediately.