



## **JOB DESCRIPTION**

**Position:** Classroom Coordinator (K – 2<sup>nd</sup> / 3<sup>rd</sup> – 5<sup>th</sup> / 6<sup>th</sup> – 8<sup>th</sup>)  
**Status:** Salaried (32 hours per week)  
**Reports To:** Operations Manager

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*The mission of the Huntsville Inner City Learning Center is to grow our students into Christ-like, lifelong learners and responsible citizens through after-school programs focusing on Biblical knowledge, mentorship, and academic support.*

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### **Overview**

The Classroom Coordinator is responsible for oversight of students in the respective classroom for K - 2<sup>nd</sup>, 3<sup>rd</sup> - 5<sup>th</sup>, and 6<sup>th</sup> - 9<sup>th</sup> grades. Must be available from 10:00 a.m. - 6:00 p.m. Monday through Thursday for the After-School Program, plus additional hours as scheduled, including special event attendance and Summer Programs. The Classroom Coordinator is responsible for showing God's love to each student by developing honest, meaningful relationships with them and providing a stable and calm environment. The teacher is also responsible for guiding and directing volunteer tutors assisting in the classroom.

### **Position Requirements & Qualifications**

- 4-Year Degree, preferably in Education
- Valid driver's license and clean driving history
- Effective written and verbal communication skills
- Organizational skills
- Professional demeanor
- Intermediate computer skills (Microsoft Office, e-mail, G-suite)
- Ability to maintain confidentiality in compliance with FERPA or HIPPA regulations
- Knowledge of Smart Board a plus
- Spanish language skills a plus
- Ability to pass a background check
- Belief in the mission of HICLC and demonstrated Christ-like character

### **Duties and Responsibilities**

- Coordinate bible lessons and teachers for daily bible study
- Plan and find resources for student activities
- Meet and stay in contact with student teachers
- Visit each student's school for lunch
- Check student folders daily for homework assignments and keep up with communication between school and home

- Ensure each student completes homework or another assignment during homework time
- Maintain open communication with volunteers and manage them while they tutor
- Establish and maintain student folders of applications, progress reports, report cards, and other pertinent data
- Support parent conferences that are organized by the HICLC staff
- Conduct parent conferences
- Plan and direct extra fun activities
- Attend IEP (Individual Education Plan) meetings for students as needed
- Support HICLC Summer Programs
- Attend weekly Staff Meetings and any other meetings or events related to HICLC
- Effectively use a Smartboard to enrich class time
- Other duties as assigned