



Job Title: Grace Fellowship Remote Learning Center Classroom Monitor

Salary: \$12.00-\$15.00 per hour depending on your level of responsibility

Please be advised this is a temporary position that will end when our local schools go back to full time in person learning. You will be considered a contracted employee of Grace Fellowship and will receive a 1099.

Job Goal: The Remote Learning Center offer a safe, structured environment for students who are participating in virtual learning or have split schedules.

Job Summary: The Classroom Monitor supervises students in a study hall-type situation and monitors the classroom environment.

Duties and Essential Job Functions:

Supervises students in a study hall classroom. Maintains the appropriate environment by enforcing rules and guidelines. Communicates aims/objectives to students in a well-planned, organized, and concise manner.

Takes the necessary precautions to protect students, equipment, materials and facilities, and comply with CDC guidelines for COVID-19 safety. Conducts oneself in a professional manner in all aspects of their relationship with the students, staff and parents. Submits daily reports, tracking student attendance and participation, facility issues, and/or concerns to the Remote Learning Center Campus Coordinator or Director.

Understands that this year is a unique situation with learning and education. Some students will only need help with technical parts of their assignments while others may need more assistance with staying quiet and on task. Accepts that this role requires classroom control, behavior management, schedule adherence and flexibility.

Job Requirements:

Agree with Grace Fellowship's statement of Faith.

Be able to exhibit the love of Jesus to students and their families through your demeanor and character.

Hours are weekdays from 8am -5pm full or part-time. No weekend or evening hours required.

Education and Experience:

Demonstrated interest in students and education.

Experience leading a classroom and/or teaching.

Knowledge, Skills & Abilities:

Knowledge of basic computer skills.

Knowledge of basic customer service skills.

Skill in effective written and verbal communications.

Physical Work Environment:

Ability to read, write and speak clearly.

Adept at giving simple but clear instructions.

Manual dexterity for typing, writing, standing and reaching.

Requires some walking, kneeling on a student's level and prolonged sitting.

Lifting and moving objects and equipment up to 10 lbs.

Work is indoors a majority of the time but an outdoor recess period will be required.