



JOB DESCRIPTION

Position: High School Classroom Coordinator
Status: Part-time 16-20 Hours per week
Reports to: Executive Director

The Huntsville Learning Center is a Christ-centered organization partnering with schools, families, and our community to help students with limited opportunities to become spiritually aware lifelong learners, responsible citizens, and high school graduates through programs focusing on Biblical knowledge, mentorship, and academic support.

Overview

The High School Classroom Coordinator role requires a compassionate and dynamic individual. This position is crucial in supporting and guiding older teenagers as they navigate through high school, life, and faith. The High School Classroom Coordinator will facilitate activities for high school students offered Monday through Thursday at the Learning Center, focusing on academic support, emotional and spiritual guidance, and college and career counseling. The ideal candidate will possess excellent communication skills, a passion for working with teenagers, and a commitment to the mission and values of the Huntsville Learning Center.

Position Requirements & Qualifications

- 4-Year Degree, preferably in Education
- Valid driver's license and clean driving history
- Effective written and verbal communication skills
- Professional demeanor
- Intermediate computer skills (Microsoft Office, e-mail, G-suite)
- Ability to maintain confidentiality in compliance with FERPA or HIPPA regulations
- General understanding of core high school subject matter, with the ability to provide academic advice and college and career counseling
- Ability to connect effectively with older teenagers and provide emotional and spiritual support
- Aptitude for technology and digital learning tools, with the ability to incorporate technology into educational activities
- Organization and coordination skills, with the ability to manage multiple tasks and activities efficiently
- Experience leading Bible study sessions and integrating faith-based principles into programming
- Spanish language skills a plus
- Demonstrated ability to display Christ-like character and uphold the values and mission of the Huntsville Learning Center
- Availability to be present at the Learning Center from 2:00 PM through dismissal, Monday through Thursday.

Duties and Responsibilities

- Facilitate high school activities and programming offered at the Learning Center, focusing on academic support, emotional and spiritual guidance, and college and career counseling
- Lead Bible study sessions and incorporate faith-based principles into programming to support students' spiritual development
- Provide academic advice and guidance to high school students, including assistance with homework, study skills, and test preparation
- Offer college and career counseling to high school students, including assistance with college applications, scholarship opportunities, and career exploration
- Utilize technology and digital learning tools to enhance educational activities and engage students in interactive learning experiences
- Coordinate with program assets and volunteers to ensure that students' academic weaknesses are addressed effectively and that appropriate support is provided
- Monitor students' academic progress and grades, providing intervention and support as needed to ensure academic success
- Foster a supportive and inclusive learning environment where students feel valued, respected, and empowered to reach their full potential
- Collaborate with other staff members and volunteers to plan and implement cross-functional initiatives and events that promote holistic student development
- Maintain accurate records and documentation of student interactions, program activities, and outcomes to track progress and inform future programming