

Homework House INC

Title: Learning Support Assistant Grade: Non-exempt, part-time temporary
Report to: Learning Pod Site Supervisor

The purpose of Learning Support Pods is to provide supervision and support with remote learning, especially for children for whom remote learning is least likely to be effective or who will most greatly benefit from in-person learning environments. Pods seek to provide the stable, supportive environment to help children thrive.

Essential Functions and Responsibilities: The Learning Support Pod Assistant works directly with the Site Supervisor to establish the optimal learning environment in his/her learning pod. The Assistant will assist the site supervisor in creating a welcoming, safe learning environments, build positive relationships with children and families, provide breakfast and lunch coverage and periodic support with light cleaning and sanitation routines.

Mission and Program:

1. Keeps Homework House's mission and values at the forefront of their work and in the delivery of programs.
2. Working with the site supervisor establish a positive classroom environment, with clear classroom routines and expectations for remote learning and a culture of health and safety
3. Support students in accessing and engaging in remote learning for live instruction and self-paced learning
4. Engage in job-related professional development
5. Build individual relationships with each Pod classroom student and their families
6. Facilitate positive social interactions and lead engaging enrichment activities
7. Escort and assist students as needed throughout the building and to outdoor spaces for learning or breaks
8. Provide coverage of breakfast and lunch and maintain any necessary records for food service
9. Sign children into and out of program.
10. Other duties as prescribed by supervisor
11. Advises the Site Supervisor on matters that call for the attention of schools and families.

Health & Safety

1. Follow all Homework House health and safety guidelines and protocols.
2. Monitor children throughout the day for signs and symptoms of illness.
3. See that the learning pod is clean and organized at the start and close of each session.
4. Periodic support during the day with light cleaning and sanitation routines such as wiping down materials or student desks, including supporting students to clean up after breakfast and lunch.
5. Wear a mask at all times when in a classroom or in the presence of other staff and students, except during designated mask breaks.
6. Practice healthy handwashing and social distancing practices and model same for the children
7. Complete a home health screen and health attestation daily upon arrival at work.

Skills required:

1. Ability to relate and communicate well with people of all ages and backgrounds
2. Demonstrated ability to effectively utilize and problem solve with technology
3. Excellent organizational skills and willingness to follow through on tasks
4. Self-starter and ability to work independently.
5. Commitment to serving economically-disadvantaged children.
6. Flexibility, resilience and willingness to do whatever the daily tasks involve
7. Self-awareness as mentor and role model for children, families, staff, and volunteers

Education/Preferred Qualifications

- High School Diploma or GED
- At least 1 year working with school-aged children experience
- CPR/1st Aid Certified
- Experience working in Holyoke
- Proficiency in Spanish strongly preferred

The Executive Director reserves the right to alter this job description at any time without notice.