

Homework House INC

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

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 Site Supervisor has primary responsibility for the day-to-day oversight and effective management of the Learning Support Pod. Pod Site Supervisors are responsible for Pod classrooms to assist children to access and engage in remote learning provided by their school. Learning Support Pod Site Supervisor will create welcoming, safe learning environments, build positive relationships with students, support the technology for remote learning, maintain records, and provide supervision.

Mission and Program:

1. Keeps Homework House's mission and values at the forefront of their work and in the delivery of programs.
2. Oversees day to day operations of the learning pod, including site preparation, lesson planning as needed, and troubleshooting behavior issues.
3. Establish a positive classroom environment, with clear classroom routines and expectations for remote learning and a culture of health and safety
4. Support students in accessing and engaging in remote learning for live instruction and self-paced learning
5. Engage in job-related professional development
6. Support and collaborate with the students' teacher(s) of record as needed
7. Build individual relationships with each Pod classroom student and their families
8. Facilitate positive social interactions and plan and lead engaging enrichment activities
9. Escort and assist students as needed throughout the building and to outdoor spaces for learning or breaks
10. Other duties as prescribed by supervisor
11. Keeps daily and monthly records and makes sure they remain current for the site
12. Advises the Director of Programs of matters that call for the attention of schools and families.

Health & Safety

1. Follow all Homework House health and safety guidelines and protocols.
2. Conduct daily health screens of children at drop-off and collect health attestation forms from parents/guardians daily
3. Periodic support with light cleaning and sanitation routines such as wiping down materials or student desks, including supporting students to clean up after breakfast and lunch.
4. Wear a mask at all times when in a classroom or in the presence of other staff and students, except during designated mask breaks.
5. Practice healthy handwashing and social distancing practices and model same for the children

6. 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. Proficient in G Suite applications including Google Classroom and/or other remote learning platforms
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

- BA in a related field or AA and at least 2 years afterschool program experience
- CPR/1st Aid Certified
- Experience working in Holyoke
- Experience leading instruction for small groups of students
- Proficiency in Spanish strongly preferred

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