



School on Wheels

Inspire Learning • Empower Kids • End Homelessness

JOB DESCRIPTION

Position Title: Learning Assistant
Reports To: Education Support Coordinator
Date last revised: 6/10/2021
Summary: Assist the Education Support Coordinator in providing daily management of the tutoring program at a specific school by working directly with students, tutors, and school staff. Work as an advocate for education, providing academic support for families experiencing homelessness in alignment with McKinney-Vento Legislation.

Key Responsibilities

Program Duties:

- Assist the Education Support Coordinator in establishing comprehensive programming in assigned school site. Main focus will be working with small groups of students, working one-on-one with students, and pushing into classrooms to achieve educational goals.
- Serve as the secondary point of contact for School on Wheels volunteer tutors engaged at school site. This includes assisting with on-site tutor orientation, communicating with volunteers during tutoring sessions, and promoting School on Wheels events and initiatives.
- Serve as the substitute for the Education Support Coordinator as needed.
- Establish and maintain positive interactions with students, tutors, teachers, and partner staff.
- Provide insight to the effectiveness of programming by making recommendations to the Education Support Coordinator when necessary to aide in meeting individual student's needs or the needs of the school site.
- Ensure programming runs smoothly and follows the established School on Wheels policies, rules, and procedures. This includes providing daily support to volunteer tutors, keeping tutoring area organized and conducive to successful tutoring, and maintaining adequate tutor:student ratios.

Administrative Duties:

- Ensure all data (volunteer tutor and student attendance, positive messages, tutoring notes, etc.) is accurately communicated to the Education Support Coordinator within 24 hours of the tutoring session.
- Attend required meetings and events as scheduled (for School on Wheels and assigned school site).

General:

- Represent School on Wheels in a professional manner at all times, providing courteous service to both internal and external constituents, and presenting a positive image of School on Wheels.
- Establish and promote positive communication among all team members of School on Wheels to increase collaboration and reduce inefficiencies.
- Abide by School on Wheels policies and procedures.
- Attend the Education Celebration, the Share the Love Kickoff event, the Volunteer Appreciation event, and any other organization-wide events.
- Complete other duties as assigned.

Availability Requirements

- Must be available to work 20 hours per week
- Must be available for training, meetings, and events presented on the calendar at the beginning of the year
- Daytime and/or after-school availability required during school site hours.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of School on Wheels.

Experience, education, degrees, and licenses**Minimum requirements:**

- Minimum high school diploma, equivalency, or GED required
- Experience working with K-12 students preferred
- Experience working with low-income or homeless families preferred
- Participation in continuing education programs as requested