JOB DESCRIPTION

Department: After School – CARE Act support for the West Springfield School District
Reports to: The Site Coordinator for this project

Purpose: This version of the Activity Leader is responsible for providing West Springfield students in quarantine with ‘virtual classroom support’ Mondays through Fridays throughout the school year. The three different tracts for this position includes: a) elementary school level; b) middle school level; and c) high school level.

The primary responsibility is to keep students in quarantine caught up on their classwork and homework as assigned by each respective West Springfield School. All supports are to be provided via a live video feed. The Middle and High School Positions will place emphasis on ELA, Math and Science classwork.

The Activity Leader should have experience using chrome books; able to use Google Meets or Zoom video conferencing to facilitate their supports from. The Activity Leader will need access to strong Wi-Fi and their own computer to facilitate classes from.

Essential Functions:

1. Establish and maintain communication with Site Coordinator regarding issues that arise during their Remote Learning sessions.
2. Attend mandatory staff trainings and meetings
3. Be well versed in the use of Chrome Books.
4. Be well versed in the use of Google Meets or Zoom to provide clients with said services
5. Will be professional, enthusiastic, and/or upbeat with all clients
6. **When youth behavior is inappropriate**, will utilize simple reminders to redirect behavior
7. Will exhibit appropriate, professional conduct around youth
8. Respond to the individual needs, interests and abilities of the students in homework support centers.
9. Maintains attendance records for all clients being served for reporting requirements

Other Duties and Responsibilities:
Attend all relevant CES after school trainings and planning meetings.

**Qualifications**

- Bachelor's Degree in Social Work, Education, Human Services, Health Education or related field preferred;
- Strong group facilitation skills;
- Experience working with youth;
- Excellent oral and written communication skills;
- Must be able to work independently in a fast paced environment.
- Must be comfortable using chromebooks and must be comfortable using video technology to facilitate learning.

**Physical Demands:**

Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing.

**Working Conditions:**

Will work remotely using video technology to serve either elementary, middle or high school aged students.

Must have their own access to quality Wi-Fi and their own computer with video capabilities.

**Terms of Employment:**

- Up to 40 weeks of the year – unless the contract is extended
- Up to 31.25 working hours per week.

**FLSA Status:** Exempt