Remote Learning Assistant
Temporary Position
Not Benefitted
Salary: $16:00-$19:00 per hour
Part-Time
Hours: 8:30-3:30 p.m.
• Monday, Tuesday
• Or Wednesday, Thursday, Friday
• Or Thursday, Friday
• Or Wednesday only

The Remote Learning Assistant is responsible for supervising and supporting students in the day-to-day operation of the supervised remote learning program.

Specific Duties Include:
• Maintaining a positive, respectful environment for children, staff, and parents
• Adhering to the schedule set forth by the Director and/or Remote Learning Coordinator
• Maintaining open lines of communication with Remote Learning Coordinator and the parents/guardians
• Adhering to all program policies and procedures for protecting student safety and health
• Supervising remote learning activities for students
• Supervising play activities
• Maintaining confidentiality of students’ work and behavior
• Assisting in the preparation and closing down of the site
• Keeping the environment clean and organized for the enjoyment and safety of the children

The successful candidate must be able to pass CORI/SORI background checks. CPR certificate is highly desirable or ability to obtain certification upon employment.

Minimum Job Requirements:
• High School graduate; college preferred
• Previous experience working with elementary age children preferably in a school setting
• Specific ability to understand remote learning technology (Google Classroom, GoNoodle)

Email all letters of interest, resume with salary requirements, and three professional references to jobs@norfolk.ma.us.
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