A Supervised Remote Learning Program

Remote Learning Coordinator Job Description

Beginning August, 2020

The David Posnack Jewish Community Center (DPJCC) is an organization that enriches lives by connecting people. The DPJCC is hiring Remote Learning Coordinators for JSchooled, our new supervised remote learning program. The Remote Learning Coordinator would work with elementary grade students’ kindergarten through middle school.

Responsibilities

• Supervise a cohort of elementary or middle school students while they are conducting their remote learning program from the school they attend. Students will be using their own device (laptop or iPad) and need assistance logging on to their classes, completing their assignments and navigating their new world of remote education.
• Monitor and control behaviors and interaction in this cohort of students, and ensure that mandatory health and safety requirements are being followed, such as social distancing and wearing of facial coverings.
• Carry out established activities and any additional responsibilities which are mutually agreed upon with your supervisor.
• Fulfill agreed upon time commitments, which most likely will be from 7:30am-2pm, M-F, on school days only.
• Conduct oneself in a responsible and professional manner.

Job Skills & Qualifications

• Experience in a classroom setting (preschool through middle school) as a teacher or teacher assistant.
• Associate or Bachelor’s degree in education or a related field preferred.
• Must be tech-savvy, have good computer skills and be familiar with some of the multiple online learning platforms (zoom, google classroom, canvas, kahoot, Microsoft teams and others).
• The patience to work with children of all levels and backgrounds and demonstrate the ability to respectfully communicate in ways students will understand.
• Able to commit at least 30 hours per week.
• Facial coverings are required at all times, except while eating and drinking.

Position begins on Monday, August 17, 2020 with a two-day training. JSchooled program begins on Wednesday, August 19, 2020 (in accordance with BCPS start date).

To apply, contact Arlene Abrams, Children & Family Director at Aabrams@dpjcc.org or call 954.434.0499 ext. 326.