**Learning Pod Support Specialist**

This is a part-time position designed support our Littles that are in need of help with eLearning or tutoring. This position is subject for renewal based on the needs of our Littles. At any time, this position maybe terminated if our services are no longer needed.

**Qualifications**

* Personal accountability and reliability
* Ability to communicate comfortably (written and orally) with students, parents/guardians, administrators, and others
* Ability to follow and enforce rules, policies, and procedures
* Must be punctual and reliable
* Ability to pass a background check
* Experience working with children and students, preferred

**Education**

A minimum of a High school diploma or GED

**Position Responsibilities**

* Provide a nurturing environment to foster healthy development
* Establish a friendly, encouraging and welcoming environment for students upon their entering of the establishment
* Promote high standards for academic success and behavior and continually encourage students to meet them
* Support and answer questions that may come up regarding their schooling
* Work with students to come up with a plan to get caught up in their schooling, as needed
* Communicate in a friendly and positive manner
* Protect students, equipment, materials, and facilities
* Ensure the safety of students at all times
* Serve healthy and nutritious meals on schedule

**Supervision:**

* Reports to Program Director
* Match Activities Coordinator, with the Program Director, will support the day-to-day operations and job duties of this position.

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Name Signature Date