



Vacancy Posting Notice

Job Title: Learning Coach

Program Name: JEDI Virtual School

Location: Prefer CESA 2 area

Reports to: Dr. Leslie Steinhaus, Director

Start Date: August 1, 2018

Full-time (school-year) ++ *Part-time Position*

Position Classification

Please check one: +++ Agency Program Project Support

Starting Wage: \$20.00 per hour, 30 minutes per week per student

The LC reports to the Director.

Brief Job Description:

Learning coaches should be available daily for student contact and support. Job duties include maintaining timely and detailed progress reports, checking in with students weekly, answering student/parent questions via email, phone, messaging, etc. Coaches serve as the main contact relationship for students and parents and work will full time online students. Ideal candidates will have strong communication, organization, and online navigation skills.

Qualifications:

Online learning and/or teaching experience is a plus but not required. Coaches should have some experience in either an educational settings, management, and/or office type settings. Coaches should be a positive support system for students and work closely with student services to maintain student progress.

Education/Experience:

1. Online experience preferred
2. Experience in customer service a plus
3. Teacher training experience a plus

Skills Required: High-level customer service orientation. Ability to communicate online, comfortable with technology and learning management systems, working with variety of student academic abilities, ability to engage students and parents, flexible and willingness to reach out and respond to students in a timely manner. Ability to use Google Suite, IMS/SMS platforms a plus

How to apply: Send Resume to: Leslie Steinhaus—lmsjedi@cesa2.org

Application Deadline: July 20, 2018 or until filled

Advertised in: JEDI Website

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APPROVED BY:

Signature of Program Director

Date

Signature of Agency Administrator

Date