



**Town of Norfolk
Recreation Department**

**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.

Norfolk is an AA/EOE Employer