



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

JOB TITLE: Distance Learning Student Aid
DEPARTMENT: Community Services
REPORTS TO: Community Services Coordinator
FLSA STATUS: Non-Exempt
LEVEL:
LOCATION: Santa Rosa
REVISED DATE: 9/17/2020

Summary Description: The Distance Learning Student Aid will comply with all governing educational requirements and funding sources. This is a fast-paced service position working with students at a CHD facility to reduce educational disparities for distance learners. Distance Learning Student Aids are responsible for helping students to understand different subjects, assess, assist and encourage the students in the learning processes and answer all doubts and questions of the student regarding to that topic for students.

DUTIES AND RESPONSIBILITIES:

- Lead one-on-one or small group lessons that cater to the needs and goals of their students.
- Review classroom or curricula topics and assessments received by the student.
- Assist students with homework, projects, test preparation, papers, research or other academic tasks.
- Work with student(s) to help them understand key concepts being taught in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
- Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics
- Developing and distributing teaching materials to supplement classroom lessons, including study guides
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation
- Providing students positive and constructive feedback
- Offering feedback on progress to students' parents and teachers where appropriate. clients, ensuring that job development services are provided.

- Actively participate in the safety program and provide meaningful suggestions for working safely.
- Perform other related duties as assigned.

Supervisory Responsibilities

None

Required Skills and Abilities

- Bilingual English/Spanish is preferred.
- Thorough knowledge of specific academic subjects.
- Ability to speak effectively before groups of students or to clearly explain challenging concepts, provide instructions and deliver feedback.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to motivate and encourage students to improve their academic performance using effective goal-setting strategies.
- Creativity and flexibility in order to personalize their learning approach for individual students.
- Patience and compassion for students as they develop skills and improve their performance
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must display proficiency in MS Word/Excel/Office and PowerPoint.

Education and/or Experience

- High school diploma or general education degree (GED), Bachelor's preferred
- Three-year related experience and/or training
- Equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle
- Tutoring or Coaching Certification preferred.

Physical Requirements

Regularly: Stand; Walk; Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear

Occasionally: Climb or balance; Stoop, kneel, crouch, or crawl; Lift up to 50 pounds

Vision: Must have close and distance vision

Work Environment

Occasionally: Wet or humid condition; Outdoor weather conditions; Extreme heat

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by

acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____