Grace Arms of Antioch, a non-profit agency

Job Posting

Educational Support Program (ESP)
Looking for TUTORS

$12.00 hr.; 5 days a week; Part-time and Full-time positions available.

GENERAL RESPONSIBILITIES

Provide the Distance Learning (DL) support by assisting students with login into their classes and monitoring students' behavior while interacting with online discussions and lessons. Assist the ESP Director with ensuring all areas of the facility are sanitized and organized; assist with meals set-up and administrative paperwork (i.e., students signed in/out procedures, follow registration procedures and monthly reports).

ESSENTIAL TASKS

- Assist with classroom set-up and sanitizing.
- Assist in establishing and maintaining standards of student behavior.
- Alert the Program Director to special needs of individual students.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom; monitor students to ensure time on task.
- Ability to communicate with DL teacher(s) using e-mail or phone.
- Actively monitor students throughout instructional period.
- Perform related work as required.

SKILLS

- Computer literacy (the knowledge and ability to use computers).
- Excellent written and verbal communication.

Job Location: Grace Bible Fellowship of Antioch, 3415 Oakley Rd, Antioch CA 94509

Interested candidates, please email your resume to gastp@gbfofantioch.org or call 925-522-2017 for more information.