

**Memphis Education Fund
Student Learning Manager, Virtual Learning Center**

Program Description:

The Memphis Education Fund will utilize its Crosstown Suite to provide a best-in-class, cost-free Virtual Learning Center (VLC) for up to 50 3rd-5th grade students engaged in virtual learning. The program will be targeted towards families in need of childcare and financial assistance during the current COVID-19 pandemic and economic recession. The VLC will support student attendance and learning, provide financial relief to families in the form of free childcare, and engage in sharing best practices with partner learning centers.

The Role:

The Student Learning Manager is responsible for providing a safe, fun, and educational environment for students to connect, engage and complete virtual classes offered by their SCS teachers. The Student Learning Manager role is a ten-week contract position. The time commitment will be based on individual candidate availability, with a minimum requirement of 15 hours per week and a maximum of 40 hours per week for the duration of the VLC (predicted October 19 – December 20).

Key Performance Tasks:

- Assist the lead Program Managers in the planning and implementation of curricula/programming for assigned student groups, including monitoring students progress and schedules
- Assist students with technological questions during their virtual classes
- Coordinate with lead Program Managers to provide for classroom resources and needs, student progress and behavior and daily parent reports
- Perform, implement, and ensure CDC sanitation and cleanliness protocols/techniques for disease and infection control are adhered to on site
- Assist in enrolling families into the Virtual Learning Center and serve as a point of contact for families and schools
- Assist the Virtual Learning Center team with other special events and projects, as needed

Requirements for the Role:

- Demonstrated necessary level of technological expertise to assist students and parents with virtual class needs
- Passion for students and to create an environment of fun and high expectations
- Strong organizational skills with attention to detail and ability to execute multiple tasks
- Friendly and approachable demeanor, with a commitment to excellence
- Ability to connect, communicate and build rapport with students and parents
- Reliable form of daily transportation required
- Experience teaching curriculum in a classroom with children a plus
- Bilingual in Spanish and English a plus