

ORANGE MOON STUDENT SAFETY SERVICES LLC

VIRTUAL EARNING JOB DESCRIPTION

Direct Placement

The Virtual eLearning Monitor works with students and encourages them to perform at a higher level academically. A Virtual eLearning Monitor will meet with a student during their scheduled virtual classroom to oversee school assignments. Education can vary widely depending upon the subject to be taught and the age group associated. Virtual eLearning Monitors should aim to assist students and promote a deeper understanding of course materials. Virtual eLearning Monitors that will also be tutoring are subjected to advanced responsibilities, duties, and qualifications. Orange Moon will do all we can to match your skills and qualifications with a family that is right for you.

Responsibility & Duties:

- Support student across the curriculum, often with a particular focus on math, reading, and writing
- Provide extra help to children with special needs or those for whom English is not their first language
- Assisting students with classwork, homework, and other academic tasks
- Personal accountability and reliability when scheduling sessions with parents and students
- Creating end-of-day session reports for parents
- Willingness to show proof of immunizations
- Restrict non-essential travel while working with students/Disclose any travel and quarantine when required

Qualifications:

- High School Diploma, GED, or equivalent required
- Must have Computer, Internet, Microsoft Office, and Virtual Software/App skills
- Must be comfortable interacting with children and must display patience
- Be able to work well with students from different backgrounds.
- Have leadership skills, be able to motivate, and reinforce study skills
- Excellent verbal and written communication skills
- Have time management, organization, and decision-making skills
- Great collaboration and teamwork skills
- Fluent in English/Bilingual a plus
- Must have a neat and clean appearance
- Must consent to a background check

Advanced Responsibilities:

- 2-4 year degree
- Personal accountability and reliability when scheduling sessions with parents and students
- Assess the progress of assigned students to ensure effective processes
- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research, and other academic tasks
- Working with students to help them understand key concepts, especially those learned 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

Advanced Qualifications:

- Certification from accredited tutoring associations such as NTA or CRLA
- Experience assessing the progress of assigned students to ensure effective processes
- Proficiency, passion, and excitement for the subject being taught
- Professional experience preparing lesson plans and personalized instruction
- Education in teaching methodology, theory, and processes
- Theoretical and practical understanding of the subject to be taught
- Personal accountability and reliability when scheduling sessions with parents and students
- Ability to teach students of all ages at varying levels of understanding and proficiency

For more information, please contact:

888-852-7375

info@orangemoonsss.com