



Job Description

Digital Learning Traveling Program Support (TPS) (North or Central Region)

Part-time (4 hours per day, available 2:00-6:00pm daily – but weekly schedule may be negotiable) Monday-Friday, and occasional weekends for events

The Digital Learning TPS will assist with the coordination, implementation and oversight of digital learning programs at half of LA's BEST sites (approx. 90 sites) located in either the North or Central Region. The Digital Learning TPS will report directly to the Director of Digital Learning and will split time working out of the LA's BEST Operations Office and traveling to sites.

Description of Duties

Duties include, but are not limited to:

- To assist with the coordination of Digital Learning programs, such as KidType and KidTech, which may include managing site schedules, overseeing program implementation and conducting follow-up.
- To travel to sites as necessary to monitor programming, meet with staff and/or observe volunteers.
- To monitor and ensure that LA's BEST computer labs are being properly utilized and maintained at the sites.
- To collect, enter and review survey data for Digital Learning programs.
- To help coordinate volunteers supporting Digital Learning programs at the sites.
- To assist in the inventory and distribution of Digital Learning equipment and supplies.
- To assist in the development and facilitation of Digital Learning trainings.
- To support the coordination and implementation of Digital Learning events, including the KidType-Off.
- To work with traveling staff and site staff to gain access to more school computer labs during LA's BEST hours.
- To work with traveling staff and site staff to help guide the development of technology integration at their sites.
- Other duties as assigned.

Professional Qualifications

- Bachelor's degree in education, computer science, or related field is desirable.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
- Quick learner on a computer.
- Comfortable with basic computer troubleshooting.
- Passion for technology and digital learning.
- Excellent communication skills.
- Excellent writing and organizational skills.
- Fluency in English and Spanish preferred.
- Ability to work cooperatively and collaboratively with the Director of Digital Learning, school administrators, LA's BEST leadership, traveling and site staff.
- Ability to communicate effectively and work well with individuals of different ages, backgrounds, and education levels.

Other Requirements

- Valid California driver's license and use of vehicle with proof of insurance.
- Reliable transportation and ability to travel to LA's BEST sites daily in the south region which covers areas such as South LA, San Pedro, mid-Wilshire, Culver City, downtown and Lincoln Heights.
- Ability to travel to some off-site meetings and trainings as needed.
- Eligible to accept LA's BEST/LAUSD assignment.
- Willingness to work evenings and weekends (on occasion).