



## **JOB DESCRIPTION**

# **Learning Facilitator**

**20 hours/week, 2:00pm to 6:00pm, no benefits**

The LA's BEST Learning Facilitator is a professional/staff development position, which is primarily responsible for the development & effective facilitation of the LA's BEST Staff Training Curriculum. Learning Facilitators ensure that LA's BEST maintains consistency in the transference of training content and meaning to staff.

## **LA's BEST**

**LA's BEST — Better Educated Students for Tomorrow** — is a nationally recognized after school education, enrichment and recreation program serving more than 27,000 children with the greatest needs and fewest resources throughout the City of Los Angeles. LA's BEST After School Enrichment Program provides a safe haven for children, ages 5 to 12, at 180 LAUSD elementary school sites each day during the critical hours after school — at no cost to parents. Established in 1988, LA's BEST is a partnership including the City of Los Angeles, the Los Angeles Unified School District and the private sector.

## **Description of Duties**

- To work in conjunction with the Director of Staff Development and the Director of Education in developing researched-based training modules, which are appropriate for LA's BEST staff and are consistent with the LA's BEST vision, mission, philosophy and core components.
- To ensure the transference of training content & meaning in a way that impacts positive staff and student interaction at the site level.
- To incorporate an understanding of multiple learning modalities into the creation & facilitation of trainings & workshops while engaging adults in a professional learning environment.
- To effectively facilitate the transference of information through diverse, innovative and interactive training and workshop opportunities for staff.
- To provide staff with techniques to incorporate effective problem solving, strategic planning, goal setting & critical thinking skills into the implementation of training modules.
- To create learning opportunities for staff to brainstorm strategies around adjusting & modifying training information for effective implementation at individual sites.

- To provide staff with strategies to plan unique programs based on the talents and interests of the staff and the interests and needs of the children that are developmentally, linguistically and culturally appropriate.
- To use training opportunities to promote positive adult/child interactions that are respectful and supportive.
- To suggest resource materials, supplies and equipment that are most appropriate for the successful implementation of program components.
- To work collaboratively with training colleagues to provide quality leadership and consistent information to staff throughout the organization.
- To perform other duties as assigned.

## **Professional Qualifications**

- Baccalaureate degree in education, psychology or related field is desirable.
- A minimum of two years experience training adult learners.
- Ability to work cooperatively and collaboratively with Los Angeles Unified School District staff, public officials, private sector officials, parents and community leaders.
- Familiarity with criteria for quality after school programs and the youth development philosophy toward engaging children.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Ability to dissect & translate research information.
- Excellent writing and organizational skills.
- Strong public speaking and group facilitation skills.
- Familiarity with basic computer software programs and ability to type.
- Familiarity with training technology and equipment.
- Ability to speak or write a language other than English is preferred.

## **Other Requirements**

- Valid California driver's license and use of vehicle with proof of insurance.
- Reliable transportation and ability to travel to multiple sites within the City of Los Angeles.
- Eligible to accept LA's BEST/LAUSD assignment.
- Willingness to work evenings and weekends (on occasion).

**This position reports to the Director of Staff Development.**