



Overview: [North Carolina Education Corps](#) is a joint project of the NC Board of Education, governor's office, American Ripples, and NC public school districts. It creates jobs for compassionate and pioneering North Carolinians like you to meet the pressing educational needs of our K-12 students. We seek applicants who are ready to roll up their sleeves to help where needed and build a better North Carolina. To join us, apply by our priority deadline: 11/22.

Background: Covid-19 has disrupted K-12 education across NC. Students learning from home are feeling disengaged. Many are caring for younger siblings or working to make ends meet for their families instead of being able to focus on school. Some students and teachers need help using technology effectively for remote education. Social and emotional challenges, racial and technological disparities, and economic instability are impeding students' ability to thrive.

Roles and Responsibilities: NC school districts have requested corps members to serve as tutors, mentors, counselor's aides, volunteer coordinators, contact tracers, and digital navigators. Some administrative support will be expected in each of these roles, and there will be overlap between these roles.

Tutor / Mentor

Tutors and mentors will assess, assist and encourage students in the learning processes. They will review class materials, explain course topics, and answer student questions. They will help students and teachers use technology effectively for remote learning. Some administrative instructional support will be expected in this role. This position must be able to travel in the district although exceptions may be made. It may be full-time or part-time. The majority of school districts are looking for part-time roles.

Counselor's Aide

An aide helps students' career and social-emotional development, as well as academic achievement. The majority of school districts are looking for part-time aides to be located in the district, although exceptions can be made.

Volunteer Coordinator

Coordinators will select, train, evaluate, and maintain records for individual and group volunteers supplementing staff in the school districts. This position can be virtual or in-person, part-time or full-time. In-person is preferred.

Contact Tracer

A Contact Tracer will contact individuals and gather critical information from residents diagnosed with COVID-19 by interviewing, data collection and health education in a professional, empathetic and culturally sensitive manner. Opportunity for exclusively remote work.



Digital Navigator

A Digital Navigator will provide tech support to students, parents, and teachers as necessary. For example, Digital Navigators might help elementary school students and parents work through issues with digital learning platforms like Canvas and Google Classroom that are newer to them. Digital Navigators also may help students and families with internet hot spots and/or address larger issues like the homework gap created by challenges with home internet.

Qualifications

- Some college (preferred for most roles)
- Passion for helping others, especially in educational settings
- Excellent interpersonal skills
- Ability to relate and teach students of all ages at varying levels
- Experience as a volunteer working with children in a non-supervised settings
- Experience creating programs and systems to direct others
- Demonstrated track record of personal accountability and reliability with work
- Computer literacy and comfort tracking data

Benefits

- Contribute to student achievement, engagement, and educational equity in NC
- Earn a living wage; \$13.15 base hourly wage
- Participate in high-impact training
- Expand a professional network
- Earn a certificate of completion

Timeline

- Application Deadlines: Early Action - Nov. 22, Regular - December 7. Applications reviewed on a rolling basis.
- Start Date: Jan. 4
- Hours per week: up to 30 hours/week
- End Date: June 2021 - last day of school district's class calendar

DETAILED JOB DESCRIPTIONS

Volunteer Coordinator Job Description

The Volunteer Coordinator will select, train, evaluate, and maintain records for a vital volunteer program to include individual and group volunteers to supplement staff resources. This position can be virtual or in-person, part-time or full-time. In-person preferred.

Responsibilities



- Works with school counselors and lead teachers to recruit students with the greatest need for tutors/mentors.
- Using volunteers recruited by VolunteerNC or the school system, contacts volunteers about a matched need.
- Ensures volunteer has passed required volunteer district background check.
- Ensures volunteers receive automated training in their area of service.
- Provides volunteer summary of work needed for assigned student.
- Tracks volunteers, and records online tutoring session.
- Works with District Public Information Office to promote volunteers through local media, web, social media and outreach.
- Works with Corporate partners to ensure volunteer opportunities and tracking is met.
- Develops a volunteer manual for volunteer use that provides district information procedures, job descriptions and expectations.
- Sets up automated emails to thank volunteers, recruitment information.
- Shares volunteer feedback with school counselor.

Qualifications

- Some College preferred
- Experience creating programs or systems to direct others.
- Experience with tracking data
- Passion and excitement for helping others especially in education
- Experience as volunteer
- Personal accountability and reliability about work

Tutor / Mentor Job Description

Tutors and mentors will assess, assist and encourage students in the learning processes. They will review class materials, explain course topics, and answer student questions. They will help students and teachers use technology effectively for remote learning. Some administrative instructional support will be expected in this role. This position must be able to travel in the district although exceptions may be made. It may be full-time or part-time. The majority of school districts are looking for part-time roles.

Responsibilities

- Schedules tutoring appointments with parents and students and arrive on time and prepared for the day's lesson.
- Works with lead teachers to use educational materials to further demonstrate subject matter to be covered in tutoring sessions
- Assesses the progress of assigned students to ensure effective processes
- Plan creative lessons to engage and educate students



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- Finds a quiet workspace for tutoring safely
- Establishes a friendly, encouraging and welcoming environment for students
- Connects with parents and keep them informed of student's progress and areas to be improved
- Reports back to the assigner (teacher, counselor etc) on the hours and progress.
- Promotes high standards for academic success and behavior and continually encourage students to meet them

Qualifications

- Some College
- Passion and excitement for the subject being taught
- Experience working with children in a non-supervised setting
- 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

Preferred but not required

- Experience assessing the progress of assigned students to ensure effective processes
- Professional experience preparing lesson plans and personalized instruction
- Education in teaching methodology, theory and processes

Counselor's Aide Job Description

A Counselor's Aide helps students in the areas of academic achievement, career and social-emotional development, ensuring today's students become the productive, well-adjusted adults of tomorrow. Counselor's Aides should be in the district though exceptions can be made. It can be full-time or part-time. The majority of school districts are looking for part-time tutors.

Responsibilities

- Schedules appointments with students
- Advises and counsels students regarding academic, educational, and short-term social and emotional problems.
- Provides individual student planning and responsive services to support students and their families regarding academic matters.
- Works with counselors and teachers to determine next steps for at risk students.
- Identifies students who may need targeted or intensive services, and coordinates with behavioral health specialists.
- Monitors the progress of assigned students to ensure effective processes
- Establishes a friendly, encouraging and welcoming environment for students



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- Connects with parents when necessary and keep them informed of student's progress and areas to be improved
- Reports back to the education team (teacher, counselor etc) on progress.
- Promotes high standards for academic success and behavior and continually encourage students

Qualifications

- Some College
- Passion and excitement for helping students
- Experience with education environments and counseling offices
- Experience working with children in a non-supervised setting
- Personal accountability and reliability
- Ability to work with students of all ages at varying levels of understanding and proficiency

Contact Tracer Job Description

A Contact Tracer is a professional responsible for contacting individuals and gathering critical information from residents diagnosed with COVID-19. The main roles are interviewing, data collection and health education in a professional, empathetic and culturally sensitive manner.

Responsibilities

- Interviewing & Data Collection: Calls newly diagnosed patients and contacts of newly diagnosed patients to gather information and inform contacts of potential exposure.
- Communicates with contacts in a professional, empathetic, and culturally sensitive manner.
- Collects and records information on demographics, current symptoms, current health status, and possible high-risk settings into Contact Tracing/Contact Information Management system.
- Health Education Provides contacts with approved information about state quarantine procedures, and if appropriate, refers them to testing according to protocol.
- Following established procedures and/or script, inform contacts about the importance of quarantine and what to do if symptoms develop.
- Provides contacts with relevant healthcare resources as appropriate.
- Data Entry & Maintenance Utilizes established database(s) to identify newly diagnosed patients and contacts for tracing efforts.
- Inputs data collected (i.e. symptoms, contacts, etc.) into database and assures database is kept up to date
- Provides data from Contact Tracing efforts and calls to Epidemiologists and/or Health Educators as necessary.

Qualifications

- Customer service and excellent interpersonal skills
- Data entry capture and computer literacy



- Knowledge of or coursework in medical terminology a plus
- Basic crisis counseling and understanding of patient confidentiality skills a plus

Digital Navigator Job Description

The Digital Navigator provides individualized or small group assistance to community members, or specify eligible group(s)] who need affordable home internet service, affordable internet-capable devices, and/or coaching in introductory digital skills in order to become effective home internet and digital learning technology users. This assistance is provided primarily by voice telephone but may also include email, text, video chat, and other communication methods that work for the learner.

Responsibilities

- Receive, return or initiate telephone contact with clients seeking assistance or identified by local school district for assistance.
- Discuss with each client their home internet access or need for home internet access, technology experiences and/or the digital learning platform they are using.
- Assess their access to technology, current digital skill level pertaining to what they need to accomplish the plan, connectivity needs, and internet use priorities. Set agreed goals for Digital Navigator services. Confirm the details with the client.
- If necessary, advise clients about free or affordable home internet service options for which they may qualify, assist clients to apply for services they choose, and support their efforts to secure service.
- If necessary, advise clients about sources of affordable computers or other internet connected devices for which they may qualify, and support their efforts to acquire appropriate devices and where they can get help for repair.
- Coach clients as necessary to use their home internet services in order to meet their technology use priorities. This may include both in person, phone, and online interactions, as well as referral to sources of additional digital literacy skill training.
- Track each client's progress and types of requests, keep accurate and timely records, and report outcomes as required.
- Other tasks as necessary.

Qualifications



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- Ability to embrace the challenge of learning and teaching basic technological concepts related to internet services, computer and device characteristics, and common online services and applications.
- Excellent self-organization, language capacity, and cultural competency.
- Excellent telephone and online communication skills, including the ability to establish trust with clients of varied educational and cultural backgrounds.
- Ability to demonstrate positive attitude, excellent interpersonal skills, cultural sensitivity and a sense of humor in working with diverse customers, coworkers, and community.