

**Learning Center Monitor  
Garces Memorial High School  
Bakersfield, CA**

**Job Title:** Learning Center Monitor

**Supervisor:** Principal

**Job Type:** Part-Time Hourly

**FLSA Status:** Non-Exempt

**Job Summary:**

The Learning Center Monitor supports students and teachers by assisting in the delivery of basic technology support, supervising learning center activities, and providing a positive and structured learning environment. This role requires strong interpersonal skills, patience, and a commitment to fostering student success through schoolwide policies.

**Key Responsibilities:**

- Supervise students in the learning center, ensuring a safe and productive learning environment.
- Support teachers and staff by preparing materials, organizing resources, and assisting with instructional activities.
- Encourage positive study habits, time management, and academic confidence among students.
- Maintain a clean, organized, and welcoming learning space.
- Uphold school policies and classroom expectations to foster a respectful and inclusive environment.
- Participate in staff meetings, training sessions, and professional development as required.
- Support students and staff with Technology issues and work as the liaison with the technology support representatives to get them the help they need.
- Oversee the iPad loaners and the collection and distribution of damaged and fixed ipads.

**Personal/Social:**

- Engage, advocate for and support students in learning.
- Promote and help maintain a safe learning environment for students.
- Uphold school policies and behavioral expectations while fostering a supportive learning atmosphere.

**Qualifications:**

- High school diploma or equivalent required; Associate's or Bachelor's degree in Education or a related field preferred.

- Experience working with high school students in an educational or tutoring setting is highly desirable.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers, staff, and students.
- Patience, adaptability, and enthusiasm for supporting student learning.
- Basic computer proficiency and familiarity with educational technology.

**Additional:**

- Maintain timely communication with students, parents, and staff.
- Participate in relevant professional development that will support students.
- Maintain proficient knowledge of technology.
- Perform other related duties as required by the site and district administration.

**Work Schedule**

- Will fluctuate depending on school calendar

**Application Process:**

Interested candidates should submit a resume, cover letter, and references to Noel Leon at [nleon@garces.org](mailto:nleon@garces.org).