



Fremont Union High School District

Position: Student Center For Success Learning Facilitator

Department/Site:	FUHSD	Compensation:	Teacher Hourly Rate
Reports to/ Evaluated by:	Assistant Principal		

Summary of Basic Functions & Responsibilities

The Learning Facilitator for the Student Center for Success works directly with students who have been recommended to and/or voluntarily show up for afterschool tutoring.. The Facilitator provides a welcoming and supporting learning environment where students are empowered to work and learn. This position is funded by site intervention funds

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

- Welcome students to the tutoring center
- Provide direct academic support and encouragement to students, including both tutees and student tutors to ensure that all students feels supported, engaged, and successful
- Assist students with classwork, homework, research, writing assignments, and multimedia projects
- Check on student progress by reviewing student work and other resources such as Schoology or Google Docs
- Manage distribution and collection of resources and materials as well as guide student to effectively use center resources
- Supervise behavior of students to ensure all rules are followed
- Support the coordinator in maintaining accurate attendance records to ensure students receive appropriate supplemental support
- Contribute to the overall success of the program by supporting daily operations and responding to student needs
- Perform other duties as assigned to support student success and program goals

Qualifications

- The Learning Facilitator must have teaching experience and subject matter expertise
- Experience managing groups of students in an academic setting
- Experience with technology such as Chrome Books or learning systems such as Schoology, Infinite Campus, ReachMyTeach, etc.
- Strong organizational and record-keeping skills

Student Center for Success Learning Facilitator

Approved by FUHSD School Board on 10/20/2026

- Ability to communicate effectively and build positive relationships with students, staff, and families
- Student-centered mindset with a commitment to supporting diverse learners
- Detail-oriented with the ability to manage multiple tasks in a dynamic environment
- Basic computer and reporting skills
- Ability to work independently and collaboratively in a school setting
- Experience working with high school students in group and one on one environments preferred but not required

Education, Licenses & Certificates:

- Valid California Teaching Credential

Working Conditions:

- Environment: Indoor, classroom setting. Work is performed in a classroom with continuing disruptions and distractions requiring pausing and restarting often to work with students and other staff members

Physical Abilities:

- Must be able to function indoors in an classroom environment engaged in work of that alternates between sedentary and moving around to various students
- Requires ambulatory ability to sit for brief periods of time, to utilize computers and peripheral equipment, accomplish other desktop work with students
- Requires auditory ability to carry on conversations in person
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer