

POSITION DESCRIPTION

TITLE:	Distance Learning Lab Facilitator	SUPERVISOR:	Building Principal
DEPARTMENT:	Secondary School	CLASSIFICATION:	Support Staff

I. Accountability Objectives:

Requires independent work and close coordination with the guidance counselor, principal, and distance learning teachers regarding distance learning education.

II. Position Characteristics:

Salary: Per Employee Handbook Wage Scale

Length of Contract: 200 Days (.5 FTE)

III. Position Relationships:

Reports to: Building Principal

Coordinates with: Library Media Specialist, building principal; building staff; students

IV. Position Qualifications:

A. Required Qualifications:

1. High school diploma
2. Experience with computers

B. Desired Qualifications:

1. Detail oriented regarding student attendance, class work.

C. Special Requirements:

1. Excellent keyboarding skills.
2. Knowledge of or willingness to learn Blackboard, D2L, Moodle.
3. Experience with computer databases.
4. Experience with detail and accuracy in a technical environment.
5. Experience troubleshooting technical problems independently.

V. Position Responsibilities:

- A. Assist with computer tasks until students are comfortable with equipment.
- B. Keep track of daily attendance, seating charts, assignments, etc.
- C. Tests, worksheets, etc. will be sent to the facilitator to copy and handout to students.
- D. Help set students up on the programs for their class (i.e. Blackboard, D2L, Moodle, etc.)