

JOB DESCRIPTION

POSITION TITLE: Local School Online Learning Lab Facilitator	JOB CODE: 413B
DIVISION: Leadership	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Leadership	WORK DAYS: 181
REPORTS TO: Principal	PAY GRADE: H0 (4, 5, 6, 7 or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: An essential support person for online student success. Creates a productive learning environment by communicating to the online teacher student needs; implementing online teacher initiated organizational, time management and study skills strategies; and motivating and encouraging students who are taught online by a highly qualified teacher.	

REQUIREMENTS:

1.	Educational Level: Associate Degree, two years of college credit (a minimum of 60 semester hours or 90 quarter hours and a 2.0 GPA), or passing score on the GACE Paraprofessional Assessment Test
2.	Certification/License Required: Must maintain Georgia Paraprofessional Certificate which includes in-service training related to position
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Ability to motivate students and relate to them in a positive manner; ability to assist the online teacher in monitoring the academic progress of multiple students in a computer lab setting and implement teacher initiated strategies to promote student success; basic knowledge of computers and MS Office products (Word, PowerPoint, Excel); must be able to coordinate with online instructors; demonstrate oral, written and electronic communication skills; organization skills; supervision of students

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports local school policies and procedures by employing behavior management techniques as necessary to ensure the safety of students and an environment conducive to learning.
3.	Assists online teacher by monitoring student progress and assists with implementing online teacher initiated strategies to help students in meeting objectives and successfully complete their online course(s).
4.	Assists students in organizing and prioritizing their time by following the CVA Course Schedule and productively participating in their online course (submittal of assignments, projects, quizzes, and tests).
5.	Facilitates communication between students and Cobb Virtual Academy; communicates with Cobb Virtual Academy as necessary and appropriate.
6.	Updates local school administration of student progress as needed.
7.	Participates in ongoing training as required.
8.	Monitors computers within the lab and notify school technology representative as needed.
9.	Assists online teacher by maintaining daily attendance records and notifying the CVA of student attendance issues (lengthy illnesses, hospitalization, withdrawals, etc.)
10.	Assists online teacher by building familiarity with Blackboard navigation and course content.
11.	Ensures students have course resources (textbooks, novels, Polar Watch equipment, computer access, etc.)
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____