

Descriptor Term:

GFBCG

**JOB DESCRIPTION: DISTANCE LEARNING
FACILITATOR**

ISSUE DATE: **8-6-07**
REVISED: **9-12-11**

QUALIFICATIONS:

1. Associates Degree or a minimum of 48 hours at an institution of higher education or passing score on the ACT Workkeys
2. Possess skills in Technology
3. Experience as a Teacher's Assistant

REPORTS TO:

Building Principal

JOB GOAL:

The Distance Learning Facilitator will serve as a liaison between the host school and feeder schools in the provision of inter-district learning related activities.

JOB DUTIES:

1. Serve as a facilitator and monitor instruction for the distance learning classroom
2. Transport assignments, projects and other material to the distance learning teacher and feeder schools.
3. Copy and disseminate classroom materials.
4. Operate distance learning equipment at feeder schools.
5. Actively engage in the class presentation and assist students as needed.
6. Enter data into STI as directed by the teacher.
7. Assist in data collection activities and tutorial programs as directed by the teacher or administrator.
8. Assist elementary schools with distance learning activities.
9. Perform other such reasonable duties as directed by the administrator and/or distance learning instructor.

TERMS OF EMPLOYMENT:

To be employed for 180 days per year. Salary based on School Board Policy GGBD

EVALUATION:

Performance in this position shall be evaluated regularly, by the Principal in accordance with provisions established by the Board of Education.