



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: eSchool Facilitator

Position Type: Certified	Department: eSchool
Salary Schedule: Certified	Location: District Office
Reports to: Instructional Technology Manager	
Term of Employment: Addenda	Shift: Day
Approved By: Human Resources	Date: April 30, 2015

POSITION SUMMARY:

Under the supervision of the Manager of Online Systems and Technology, the eSchool Facilitator is responsible for the academic success of students taking an online course. An unconditional commitment to the success of students is mandatory. The facilitator will support student success by all means that are necessary, appropriate, and available.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Teaches from approved curriculum in accordance with assigned course schedule.
- Motivates students to actively participate in all aspects of the educational process, including but not limited to, threaded class discussions, outside assignments/projects, research, enrichment activities, etc.
- Maintains online asynchronous communication with students (and synchronous if appropriate) in online discussions, to assist them in achieving completion objectives.
- Responds in a clear and well-expressed manner to student questions and inquiries within twenty-four hours.
- Provides regular, accurate, and timely student-specific assistance, feedback, and support to students relative to their performance.

- Keeps archives of student work and correspondence (if necessary), and maintaining and reporting student participation, evaluations/grades as appropriate.
- Communicates with students, parents, and eSchool administration by email and telephone as needed.
- Openly communicates with eSchool administration regarding course and student-related problems and concerns.
- Plans, prepares, and implements instructional activities that actively engage students in meaningful learning experiences.
- Identifies, selects, creates, and modifies instructional resources to meet the needs of students with varying backgrounds, abilities, and needs.
- Ensures that student growth and achievement is continuous and appropriate to the grade level/subject.
- Assists in assessing changing curricular needs and offer plans for improvement.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must be highly knowledgeable about the curriculum for the specific course that they are assigned to facilitate and maintain expertise in the district curriculum and the state standards.
- Demonstrates the ability to motivate students in a distance learning environment and the willingness to be flexible and help them become self-disciplined and effective time managers is required.
- Responds to student questions within twenty-four hours and provide feedback on assignments within 72 hours of the due date.
- Actively monitors and tracks individual student progress and provides mediation and direction as needed.
- Must be computer proficient so they can focus on student learning rather than the tools of instruction.
- Must have patience and an aptitude for technical troubleshooting.
- Must have knowledge of Microsoft Office, Learning Management Systems and internet-based applications.
- Must have an understanding of or an experience with curriculum design and best practices in instructional strategies.
- Must feel comfortable working in a student-centered setting and utilize effective techniques for this environment.

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Demonstrates professionalism in attitude and behaviors.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Online teaching experience required.
- eSchool Facilitator experience preferred.
- Experience with Blackboard or comparable LMS is required.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.