

Online Classroom Mentor Job Description

Purpose: The Online Classroom Mentor assists in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Online Classroom Mentor works closely with the staff and administration of Derby Public Schools and the online program.

Responsible to: Principal/Assistant Principal in charge of the online program

Salary: Instructional Support Hourly Rate Schedule, Level 4

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. High school diploma or equivalent.
2. Proficiency in using computers and programs.
3. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities:

- a. Supervise the students assigned to the online classroom.
- b. Enforce the rules and regulations as approved by the administration regarding the expectations, and atmosphere of the online classroom.
- c. Serve as a liaison between the student and their online classroom teachers regarding academic problem areas or additional materials needed.
- d. React to change productively and handle other tasks assigned.
- e. Appropriately organize, maintain, and operate all classroom equipment.
- f. Support the value of education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Ability to read and comprehend instructions, correspondence, and memos.
- i. Ability to write correspondence.
- j. Ensure that all activities conform to board policies and district guidelines/procedures, state and federal laws.
- k. Promote a positive classroom environment.
- l. Adhere to confidentiality guidelines.

2. Physical Requirements/Environmental Conditions:

- a. Requires prolonged sitting or standing.
- b. Occasionally requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend, and reach.
- d. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Demonstrate knowledge of students and resources.
- 2. Observe, record, and report student behavior.
- 3. Motivate students through effective communication and evaluative feedback.
- 4. Manage classroom procedures and set high expectations for student achievement and behavior.
- 5. Demonstrate effective interpersonal relationships with others.
- 6. Take attendance and record absences.
- 7. Use appropriate behavior management techniques to maintain a positive climate.
- 8. Demonstrate flexibility and responsiveness. Immediately report accidents, assaults, destruction of property, and abusive behavior to administration.
- 9. Create and conduct orientation presentation for incoming students.
- 10. Maintain records for all online class enrollments, including recording final grades.
- 11. Effectively communicate with the student, parent/guardians, building and online classroom teachers, school counselors, and building administration as needed.
- 12. Provide feedback to the online program provider to assist in upgrades and improvements resulting in courses that run effectively for students.
- 13. Evaluate weekly reports to monitor student progress, guides student through course work, and provides assistance when needed.
- 14. Schedule and proctor, on an individual basis, all on and off campus students to take final exams in the classroom.
- 15. Provide updated progress information and address any concerns with parent/guardian and students during parent/teacher conferences.
- 16. Carry out any special instructions related to the students and the online classroom as indicated by the administrator in charge.
- 17. Organize physical space.
- 18. Keep abreast of new information, innovative ideas, and techniques.
- 19. See district policies are observed.
- 20. Adhere to all district health and safety policies.
- 21. Other duties as assigned by the principal, which are consistent with the general requirements and qualifications of the position.