

Diploma lab facilitator's duties can include:

- Student support: Providing face-to-face assistance and individual or small-group instruction to students using Edmentum's Courseware online diploma courses.
- Progress monitoring: Helping students set goals, manage their pace, and problem-solve any issues they encounter with the coursework.
- Communication: Regularly updating students on their performance. Act as the liaison between the school and Edmentum.
- Classroom management: Overseeing the lab environment, enforcing school and lab policies, and ensuring students stay on task.
- Academic integrity: Maintaining a secure environment to ensure honesty in student work. Monitoring students closely to ensure that no other websites are used to complete assignments.
- Technical assistance: Handling minor technical issues and ensuring that all necessary equipment and materials are available for students.
- Administration: Managing student diploma records, reporting attendance for students, and issuing reviewing completed coursework prior to course being completed in Courseware and closed out.
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Skills and qualifications

- A bachelor's degree.
- Strong classroom management and organizational skills.
- Effective communication and interpersonal abilities.
- Technical proficiency to assist with basic computer and software issues.
- Experience in a classroom or digital learning environment is often preferred.