

## **JOB DESCRIPTION – REMOTE LEARNING FACILITATOR**

Newton Falls Exempted Village School District

**TITLE:** Remote Learning Facilitator

**PURPOSE:** Supports students enrolled in online courses by providing academic guidance, monitoring progress, and creating a structured, supportive learning environment that promotes student success.

**SUPERVISOR:** Building Principal

### **MINIMUM QUALIFICATIONS**

- A. Experience with lifecycle management of online learning platforms, including setup, assignment, enrollment, deployment, management, and assessment of use.
- B. Strong interpersonal and communication skills.
- C. Knowledge of adolescent development, behavior management strategies, and educational best practices.
- D. Proficiency in using technology for remote learning, data management, and online program tracking.
- E. Must hold a valid License/Certificate as required by the Ohio Department of Education.
- F. Successful BCI & FBI Background checks.
- G. A pre-employment drug test may be required.

### **ESSENTIAL FUNCTIONS**

- A. Enforces and complies with all District policies and procedures.
- B. Maintains communication and positive relationships with parents, students, and teachers.
- C. Supports the academic progress and engagement of students in remote learning programs.
- D. Monitors attendance and participation of students in remote learning.
- E. Assists students with navigating online platforms and accessing course materials.
- F. Communicates with virtual instructors and resolves technical/instructional issues.
- G. Documents academic progress, participation, and attendance.
- H. Provides feedback and reports to school administrators regarding student performance.
- I. Collaborates with school staff and families to support student success.
- J. Participates in meetings and training sessions relevant to remote learning and school policy.
- K. Performs other functions as assigned.

## PERFORMANCE EXPECTATIONS

- A. Provides positive and enthusiastic support for student learning.
- B. Monitors and encourages student engagement in virtual settings.
- C. Accurately interprets and communicates student data.
- D. Effectively prioritizes support needs and tasks.
- E. Demonstrates professionalism in all interactions.

## WORKING CONDITIONS

- A. Using a computer or other technology devices for prolonged periods of time.
- B. Working beyond regularly scheduled hours as needed.
- C. Exposure to stress related to working with students in need of support.
- D. Interaction with students and families remotely and in person.

## EVALUATION

Performance will be evaluated in accordance with Board policy.

## EQUAL OPPORTUNITY EMPLOYMENT

The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.

## DISCLAIMER

The functions described in this job description are not the only functions required to be performed by an individual filling the position. The minimum qualifications listed are not the only qualifications upon which a hiring decision may be based. This job description may be revised at any time in accordance with the needs of the District, as determined by the Board.