

## **JOB TITLE: HIGH-DOSAGE TUTORING FACILITATOR**

### **QUALIFICATIONS:**

- Minimum of a high school diploma
- Computer Literate (Word, Excel, MS Office)
- Ability to motivate and support students through challenges
- Excellent written and verbal communication

**REPORTS TO:** Principal and Supervisor of Teaching & Learning

**PAY RATE/SCHEDULE:**     \$10/hr. – Noncertified Teacher     \$15/hr. – Certified Teacher  
Up to 28 hours/week

**JOB GOAL:** A High Dosage Tutoring Facilitator supports students in virtual learning by managing online discussions, providing technical assistance, fostering engagement, communicating with learners and tutors, and sometimes organizing virtual learning activities. Key responsibilities include ensuring technical issues are resolved, maintaining a collaborative online environment, and supporting the overall success of the online tutoring program.

### **PERFORMANCE RESPONSIBILITIES:**

- **Student Support & Engagement:**
  - Communicate with students to understand their needs and encourage their participation
  - Address technical issues or guide students on how to use online learning platforms
- **Program Coordination:**
  - Act as a liaison between students, virtual tutors, and classroom teachers
  - Coordinate tutoring sessions
  - Monitor student progress and identify those needing additional support
- **Facilitating Learning:**
  - Participate in or facilitate interactive online sessions
  - Review student assignments
- **Communication & Reporting:**
  - Maintain communication with students and tutors
  - Provide feedback on student contributions and discussions
  - Keep supervisors informed about the program's activities and student progress