

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> eLearning Tutor	
<i>Supervisor:</i> Director of Virtual Learning	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

Job Summary

The eLearning tutor provides academic development support to students participating in the District's e-learning program. This academic development will be in small virtual groups or one-on-one virtual settings and will provide support to eLearning classroom teachers on issues and strategies for working with disadvantaged children to meet the goals of the District's curriculum and the students' needs.

Essential Job Functions

Classroom Responsibilities

Collaborates with the virtual classroom teacher to implement lesson plans and appropriate student activities.

Provides special tutoring assistance as directed by the virtual classroom teacher, including working with students to ensure student progress. Creates and maintains a space that promotes independent work and collaborative work in addition to ensuring this space is conducive to test-taking.

Communicates student progress and confers with the virtual classroom teacher in a collaborative model as well as assists in parent-teacher conferences upon request. Maintains awareness of ongoing student goals and objectives and communicates e-learning expectations with parents/guardians and students.

Conducts developmental activities with small groups of virtual students.

Attends and contributes to staff training provided by the district and the school.

Assists in developing materials to support all program components and to meet a variety of learning styles.

Responsible for keeping an inventory of eLearning Chromebook carts, Chromebooks, devices, and textbooks.

Apex/e-Learning Responsibilities

Ensure students are ready and prepared for eLearning, including, but not limited to, hosting orientation for students prior to the start of courses, assisting students in checking out any and all necessary textbooks/novels at the local library, and/or coordinating with the Director of Virtual Learning to have books delivered to your neighborhood school.

Enter coach emails for all identified coaches in Apex.

Take attendance each eLearning class period.

Track and monitor student progress and communicate any and all issues with the eLearning teacher and the student's parents/guardians. Act as a liaison between eLearning and parents/guardians to ensure they understand expectations around weekly contact, reports, and grades.

Conduct bi-weekly check-ins with eLearning students to ensure all testing protocols are followed as outlined by the neighborhood school.

Acts as a liaison between eLearning and the students' neighborhood schools.

Responsible for communicating and working with special education, ELL programs, migrant education, and ANE to ensure compliance, including the attendance of 504 meetings, if necessary.

Responsible for checking the status of students' class completions at the end of each semester and, if necessary, working with eLearning staff and school counselors to provide additional time for a student to complete their courses.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computers, Chromebooks, printers, copy and fax machines, and other teaching-related equipment.

Independent Decisions

Makes decisions of a routine, job-related nature, with input and advice from the eLearning teacher.

Primary Working Contacts

Daily contact with students, school staff, parents, and community entities such as the local library.

Responsibility for Cash, Equipment, Safety

Safety of students' virtual presence under supervision in the virtual classroom.

Supervision Received and Exercised

None given; receives supervision from the building principal and receives day-to-day guidance and supervision from eLearning classroom teachers.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens.

Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Must meet at least one of the following three qualifications:
 - A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
 - An associate's degree or higher; or
 - Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. Work experience demonstrating an ability to maintain accurate records and implement plans.
3. Knowledge of high school level math, reading, English, social studies, and science.
4. Proven proficiency in oral and written communication skills in English.
5. Ability to relate and work successfully with students and adults and ability to work as a team in developing and delivering academic programs for students.

The following are preferred:

1. Additional post-secondary education and/or experience in cultural arts, language arts, science, mathematics, elementary and/or secondary education training.
2. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math; experience with ethnically, linguistically, or educationally challenged students.
3. Experience in an eLearning classroom setting, or equivalent.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.