



Union County Public Schools
Job Description

POSITION TITLE: Distance Learning Facilitator	TERM OF EMPLOYMENT: 10 Months
DATE: 12/22/2025	DATE OF LAST REVISION: 11/6/2018
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE:

JOB SUMMARY: The Distance Learning Facilitator (DLF) serves as a student advocate at the school level to provide direction and support by creating and monitoring processes that will ensure student success in the online environment. The DLF oversee the Distance Learning/Web Cast Labs. This position will ensure students have a working computer lab that is conducive to learning.

ESSENTIAL JOB FUNCTIONS	
1.	Coordinates all registrations of students enrolled in North Carolina Virtual Public School (NCVPS)/ Union County Virtual (UCVirtual), Edmentum, and Career and College Promise courses, including working with the school counselor(s) to make sure the student has the necessary prerequisites for the course and the course fits with the student’s pathway
2.	Creates a productive learning environment by communicating to the online teacher student needs; implementing online teacher initiated organizational, time management and study skills strategies; and motivating and encouraging students who are taught online by a highly qualified teacher.
3.	Coordinates with the caseworker, SNA or school administration regarding implementation of a student’s IEPs /504 and the organization of a students’ accommodations and/or modifications, communicates student modifications to instructors, and meet the modifications the instructor cannot because of the constraints of the online environment.
4.	Communicates regularly with members of the UCPS E-Learning team as to virtual and/or online learning processes and procedures
5.	Provides an orientation for all first-time E-Learning program students so that they understand the expectations of the program and the school along with student and parent information and support sessions.
6.	Communicates and follows up with online instructors as to student support issues around grades, course attendance, participation, and other processes such as re-test requirements
7.	Gathers course requirements from the various E-learning Platform-supplied documents, in order to prepare students to succeed in courses
8.	Takes responsibility to assist students who take instruction in a lab setting at the school

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Coordinates with the school’s Data Manager/Registrar to ensure that all courses and grades are placed on the student’s report card and transcript.
2.	Supports local school policies and procedures by employing behavior management techniques as necessary to ensure the safety of students and an environment conducive to learning.



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3.	Works with the school's testing coordinator to coordinate any testing that is mandated by the course or by the state (following up with ordering, scheduling, and administering of all tests)
4.	Assists online teacher by monitoring student progress and assists with implementing online teacher-initiated strategies to help students in meeting objectives and successfully complete their online courses(s)
5.	Monitors all NCVPS/UCVirtual/ Edmentum, and Career and College Promise students via their grade book
6.	Keeps and maintains computer lab in working order and report any problems to the appropriate school technology support representative.
7.	Serves as Edmentum point of contact for Distance Learning Coordinator
8.	Coordinates the ordering (partnering with district and school textbook coordinators) issuing, tracking, and collecting of textbooks and instructional materials for NCVPS courses
9.	Serves as liaison for the student and parent to the E-Learning Program office in dealing with concerns and issues about courses and instructors
10.	Stays current on all E learning program communications (E-lets, Re-lets, NCVPS Director documents and communications: "From the Director's Chair" weekly e-letter, the director's Blog) and attend online or face to face training and coaching sessions (phone conferences, Elluminate, Google Talk, Wiki forum and discussion, etc.)
11.	Performs other duties and responsibilities as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> • Must have high school diploma. • Must have a two-year associates degree or 48 hours of credit. • Must have experience with different computer programs. 	<ul style="list-style-type: none"> • Bachelor's degree in a related field of study such as Instructional Design, Instructional Technology or other related field from a regionally accredited college/university. • Teaching experience in an online environment or a strong background in online instructional design.

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE

- Knowledge of computers and MS Office products (Word, PowerPoint, Excel); must be able to coordinate with online instructors; demonstrate oral, written and electronic communication skills; organization skills; supervision of students
- Ability to motivate students and relate to them in a positive manner

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Ability to assist the online teacher in monitoring the academic progress of multiple students in a computer lab setting and implement teacher-initiated strategies to promote student success



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<p>WORK COMPLEXITY/INDEPENDENT JUDGEMENT</p> <ul style="list-style-type: none">• Compare, interpret, analyze and generate data and apply basic principles of statistics• Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations
<p>PROBLEM SOLVING</p> <ul style="list-style-type: none">• Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
<p>COMMUNICATION/INTERACTIONS</p> <ul style="list-style-type: none">• Write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style• Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
<p>CUSTOMER RELATIONSHIPS</p> <ul style="list-style-type: none">• Good people skills, ability to communicate effectively, familiarity with different teaching methods, ability to listen to others, critical thinking skills, computer skills• Developing constructive and cooperative working relationships with others and maintaining them over time.
<p>PHYSICAL REQUIREMENTS</p> <p>WORK ENVIRONMENT:</p> <p>Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.</p> <p>Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.</p> <p>Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.</p> <p>Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).</p>

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.