

Remote Learning Lab Sub
New Hanover County Schools
Job Description

Class: Classified

Dept: School/Building Site

TITLE: Remote Learning Lab Sub

QUALIFICATIONS:

1. High School Diploma
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

REPORTS TO: Principal/Building Site Administrator

JOB GOAL: To maintain a safe, orderly environment for students K-12 at the school or building Remote Learning Lab site where the student's parent is working.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Maintain a classroom environment that is conducive to learning and student safety.
3. Provide appropriate activities for students as directed by the principal or building site administrator.
4. Maintain social distancing requirements to include 3 W's to Wear a Mask, Wait 6 feet apart, and Wash Hands for Lab staff and students.
7. Perform related duties and responsibilities as required by the Principal/Building Site Administrator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: FLSA Exempt

Salary and/or Grade: \$10/hour, NC

Knowledge, Skills and Abilities:

- Ability to maintain professional demeanor while supervising K-12 students.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Ability to work independently and accomplish specific tasks as requested.
- Ability to maintain a safe classroom environment.
- Ability to constantly monitor the safety and well-being of students.