

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

VIRTUAL LEARNING SUPPORT ASSISTANT

QUALIFICATIONS:

- (1) Associate's degree or 60 college credits or a passing score on the Florida Para Professional test.
- (2) Instructional or supervisory skills desired.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skills in hardware and software use. Knowledge of computer applications. Ability to relate to people in a positive manner. Demonstrated skills in effective written and oral communications. Ability to organize and prioritize. Knowledge of group dynamics. Knowledge of student management techniques.

REPORTS TO:

Principal or Assistant Principal

JOB GOAL

To support virtual education to ensure student learning and success.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Train students to navigate virtual classroom.
- (2) Orient new students to classes before they begin.
- (3) Lead students through Academic Integrity module before they begin coursework.
- (4) Train students to follow pace charts.
- (5) Train students who enter class after first week to create individualized pace chart.
- (6) Assist students with scheduling and conducting teacher calls, discussion-based assessments, and live virtual sessions.
- (7) Provide a safe, distraction-free environment conducive to individualized learning.
- (8) Require students to work daily and complete all expected work in order to stay on pace.
- (9) Facilitate teacher contact with students.
- (10) Assist students while they work in their courses by helping them upload assignments, maneuver through lessons, and interact with teachers.
- (11) Provide data on student progress as requested by teachers or administrative personnel.
- (12) Monitor student progress and submit required reports.
- (13) Help students communicate with teachers for call times and face-to-face meeting times.
- (14) Maintain teacher lab visit sign-in logs.
- (15) Attend workshops or meetings as requested.
- (16) Maintain security with exam passwords and follow exam procedures.
- (17) Ensure students have completed all coursework before administering semester exams.
- (18) Ensure students submit segment exams before leaving classrooms.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- (20) Support teachers and the virtual program through words and actions.
- (21) Work cooperatively with school and district personnel.
- (22) Use effective, positive interpersonal communication skills.

VIRTUAL LEARNING SUPPORT ASSISTANT (Continued)

PHYSICAL REQUIREMENTS:

Light: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code: 3

Salary Lane: Support LEZ