



DISTANCE LEARNING COORDINATOR

Position Description

Reports to: Principal
Terms: 10 Months
Salary: NC Salary Schedule for Teacher Assistants
Performance Evaluation: Performance to be evaluated annually by the Principal or designee
FLSA Status: Exempt

Purpose

To plan and coordinate distance learning services for Pamlico County Schools.

Minimum Qualifications

- Associate's Degree or 2 Years of Higher Education
- Computer Skills
- School Bus Driver's License

Responsibilities and Duties

- Supervising distance learning students during 1st, 2nd, 3rd, and 4th periods.
- Monitor students and ensure that they are on task
- Access GradPoint to help monitor student progress
- Monitor attendance on a regular basis
- Communicate with teachers and keep them informed of any problems on a daily basis
- Exhibit positive behavior toward parents and students
- Assist in maintaining a functional clean environment
- Communicate the needs of students and school in a confidential and positive manner
- Carry out duties and responsibilities in a punctual, professional, and positive manner to ensure a safe and healthful environment
- Conduct self as a positive role model
- Maintain bus license and accept bus driver duties as assigned
- Perform other duties as assigned building administrators