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**Job Title:** Tier 3 Instructional Facilitator

**Supervisor:** HCEC Principal

**Terms of Employment:** 190 days

**Job Summary:**

Position requires the facilitation of appropriate online instructional programs with standards-based online courses to successfully address the educational needs of the Tier 3 students. The employee will work with assigned students, their families, peers, teachers, and school administration to facilitate the development of healthy coping skills, adaptive patterns of interacting with others and appropriate responses to environmental stimuli. The employee will assist students with anger management issues, character education, community service, exploring career aspirations, and career goal setting.

**Essential Duties:**

1. Install, provision/configure, maintain and provide end user technical support for computers, tablets, interactive devices, projectors and all other District-provided technology.
2. Troubleshoot, diagnose and perform field-level repairs of technology equipment.
3. Transport technology equipment between operational locations.
4. Assist technology team members in other support areas conduct troubleshooting activities.
5. Assist with transport, distribution and collection of teacher and student personalized devices.

**Other Duties:**

Assume other duties as assigned by the principal.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Monitor student behaviors and academic progress.
2. Provide multi-faceted support to meet the needs of middle and high school students with varying backgrounds, and academic, social and emotional needs, including students with disabilities, who are placed on the Tier 3 level.
3. Provide support to supplement, enhance and reinforce online instruction.
4. Instruct and monitor students in the use of technology, learning materials, and equipment.
5. Provide ongoing motivation, coaching and problem-solving to foster learning, responsibility, and self-advocacy.
6. Establish an online environment of mutual respect and professionalism where students are actively engaged in the learning process.



7. Maintain a learning environment, which is safe and conducive to learning.
8. Attend Individualized Education Program (IEP) meetings, as needed.
9. Work with individual students to provide behavioral interventions.
10. Work with families to provide family support services.
11. Develop and maintain positive working relationships with outside agencies, which may provide additional support for Tier 3 students.
12. Maintain CPI Certification status.
13. Participate in school, district, and professional development activities, as appropriate.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

#### **Additional physical requirements include the following:**

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 28**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 1-9-2026*