



Job Title: Digital Learning Facilitator
Department: Technology & Media
Reports To: Digital Learning Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC Lane 05

SUMMARY

The Digital Learning Facilitator is a member of the Digital Learning Team and is primarily responsible for providing support, aid, and instruction to all lab assistants based on the elementary and secondary lab assistant standards. This includes, but is not limited to, instructing lab assistants in the use of available computer lab hardware and software for stationary and mobile labs. The Facilitator will assist in the maintenance and management of websites managed by the Digital Learning Team. The Digital Learning Facilitator will also request and maintain records of data privacy agreements for software used within the District as directed by the District's manager of student data, in accordance with state and federal data privacy laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Provides support, aid, and instruction to all lab assistants based on the elementary and secondary lab assistant standards. This includes, but is not limited to the following support and training:

- Proper student use of district computer equipment according to the district technology policies.
- Supporting teachers in the selection of class-correlated computer lab activities.
- Providing written and verbal feedback on student progress to teachers.
- Providing teachers with materials defining the scope and sequence of the courseware used in the computer lab.
- Maintaining an aesthetic lab environment conducive to effective learning.
- Maintaining and coordinating a lab schedule upon administrative request.
- Basic and ongoing lab maintenance, including the submission of tech requests, to ensure equipment is updated and in working order.
- Use of lab management software to prepare lab for lessons and to monitor lab use according to the school and district policies.
- Maintaining inventory of all assigned equipment.
- Providing support for assigned mobile labs.
- Preparing agendas, content, and calendars for lab assistant trainings.

Instructs WCSD computer lab assistants in best practices for basic maintenance of the equipment and software within the computer labs, to ensure labs are in good working order. Guides lab assistants in the creation of an environment of effective learning, whereby technology serves as a tool to aid the teacher in the extension, intervention, and remediation of learning.

Assists in the maintenance and management of websites managed by the Digital Learning Team. Develops and manages courses in the District's Integrated Learning System.

Communicates with employees, students and parents to provide basic troubleshooting and software support for account creation and access to district provided software.

Maintains notes/minutes and attendance records for meetings.

Requests and maintains records of data privacy agreements for software used within WCSD as directed by the District's manager of student data, in accordance with state and federal data privacy laws.

Reviews vendor privacy policies and identifies incompatible policies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of state and federal data privacy laws and have the ability to interpret vendor privacy agreements in accordance those laws.

Must have knowledge of best practices for basic maintenance of the equipment and software within the computer labs and current best practices for adult instruction and training.

Must have knowledge of best practices for creating and managing an effective learning environment where technology serves as a tool to aid the teacher in the extension, intervention, and remediation of learning.

Must have strong knowledge of basic web development and website creation, the use of integrated learning systems, assessment systems, and learning management systems.

Demonstration of the ability to work cordially with others in modeling, training, teaching, and problem-solving.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or 48 college credit hours from two-year college or technical school; or passing results on the Paraprofessional Assessment.

Prior experience using the computer and its peripheral devices including troubleshooting basic hardware and software problems. Prior experience using integrated learning, assessment, learning management, and other similar systems.

Experience using various computer platforms, office suite software, G-Suite for Education, Internet browsers, and other computer related equipment, including scanners and printers preferred, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is at risk of electrical shock. The noise level in the work environment is usually quiet.

Prepared By: Digital Learning Coordinator		Date: 11/20/2018
Approved By: Assistant Director, Human Resources		Date: 11/26/2018
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	