



Job Title: Learning Center Facilitator
Department: Assigned Secondary School
Reports To: School Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 03

SUMMARY

Under the direction of the School Principal, the Learning Center Facilitator assists teachers and provides instructional support to students by performing a variety of tasks that promote student learning and well-being. Works individually and in small groups to reinforce instruction, monitor performance, and support learning. This position also performs a variety of instructional and classroom management supports, as well as related clerical tasks to support teachers and other professional staff in all classrooms or learning environments.

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.

Communicates with teachers and utilizes the student information system to identify students in need of additional instructional support. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Coordinates with teachers to get assignments and monitor student's completion of those assignments.

Provides one-on-one tutoring and small group instruction for eligible students. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.

Assists with classroom management, such as organizing instructional and other materials. Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs.

Supervises students in online programs and any assignments requiring the use of technology.

Monitors student online and credit recovery work and provides mentoring.

Tracks student progress and reports progress using data and graphs. Completes a variety of paperwork to include incident reports to document inappropriate behavior.

Monitors students, individually or in groups who have been separated from their class for inappropriate behavior.

Confers with parents on behavior issues and progress of students.

Assists teachers and administrators with parent conferences, discipline issues, and social skill development.

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.*

Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to help others. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

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.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

Previous experience in a public school setting is preferred. The ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: HR Position Management Specialist		Date: 5/5/2016	
Approved By: Executive Director, Human Resources		Date: 5/10/2016	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 05/01/2017
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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:	