

Summers County Schools

Job Description

Virtual Facilitator

QUALIFICATIONS:

1. Must hold a valid WV Teaching Certificate;
2. Must hold or be willing to obtain an Advanced Credential endorsed as a Technology Integration Specialist;
3. Training in 21 Century Technology preferred.
4. Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4
5. Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-I

SALARY: \$23.00 per hour, not to exceed 6 hours per week

TERM: 2021-2022 School Term

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• RESPONSIBLE TO: Director of Technology and Principal
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• JOB SUMMARY: Facilitators are on-site personnel whose job is to assist the full-time online student and teacher in the day-to-day operation of the course. The role of the facilitator is critical to the success of students in the virtual course.
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• JOB DESCRIPTION:

- Assists students in obtaining necessary supplies tur Summers County Virtual School
- Troubleshoots technical problems and seeks technical assistance as needed:
- Works collaboratively with the online teacher to create an orderly classroom environment that promotes learning and maintains classroom discipline according to the school's policies:
- Encourages students to stay on pace and seek assistance as needed; Call each student and/or parent once week
- Proctors examinations and other student assessments.
- Monitors the progress of students;
- Communicates with the online teacher as needed regarding student progress:
- Communicates with the school principal and guidance counselor(s) regarding student progress;
- Communicates with parents about student progress;
- Reports student withdrawals to the Summers County Schools as soon as possible:
- Records student grades tor Summers County Virtual School courses in the WVEIS data system; Only grades from the virtual school vendor will be added to student report card/transcript:
- Provides an orientation on all first-time Summers County Virtual School students so that they understand the expectations of the program and the school along with student and parent information and support sessions:
- Follows IEP/504 Guiding Principles in terms of updating student indication in the virtual school registration system, communicating student notifications to instructors, and meeting the modifications the instructor cannot because of the constraints of the online environment;
- Coordinates with Central Office with regard to local school and student needs;
- Participates and leads ongoing, regular staff, team, and individual professional development:
- Tracks and assesses student academic progress and attendance in the School:
- Attends and participates in faculty meetings and serves on staff committees as required:

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- Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).
- This job description remains effective unless revised or rewritten by the Superintendent of Summers County Schools.

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (202)720-5964..