

REMOTE LEARNING CORDINATOR/I.S.S./TECHNOLOGY ASSISTANT

REPORTS TO: Director of Curriculum and Instruction and the Technology Director

FLSA STATUS: Exempt

TERMS OF EMPLOYMENT: 1 FTE
240 day position to be paid classified salary schedule

EVALUATION: Performance of this position will be evaluated regularly in accordance with the Board's policy.

Job Summary: **Technology:** Position's primary focus is to assist in the areas of computer operations, user and desktop support (hardware and software), helpdesk, and data management. Performs a variety of moderately complex information technology support duties to ensure smooth delivery of technology services. **I.S.S.:** To supervise students assigned to in-school suspension and to provide them with instructional assistance that enables them to learn and achieve as much as possible while assigned to in-school suspension. **Remote Learning:** The coordinator is responsible for maintenance of learning management system, providing staff development and training, implementing District virtual learning procedures, monitoring student progress, and providing technology support to end users.

ESSENTIAL DUTIES include but are not limited to:

- Coordinates the virtual learning enrollment process
- Enrolls students in learning management system
- Provides technical support for end users accessing learning management system
- Communicates with vendor support team
- Ensures that a support infrastructure is appropriately utilized in each summer school site
- Implements District virtual learning procedures
- Develops best practices for virtual learning
- Tracks and collects data regarding enrollment, course completion, and monitors student progress
- Prepares data for District review
- Creates training materials for teachers and students
- Provides professional development for staff
- Provides student orientation to the program guidelines and virtual learning courses
- Maintain logistical information (passwords, contact information)
- Verifies course completions and provides necessary documentation of completion to teachers, counselors and administrator
- Reports student progress in virtual learning courses to school counselors and administrators
- Maintains accurate student records and logistical information in learning management system
- Monitors and supports technology needs of student

Technology Essential Duties:

1. Sets up and configures desktop computers, peripherals and accounts assigning security level;
2. Installs software and installs and repairs hardware and peripherals;
3. Tests programs;
4. Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate;
5. Maintains systems, databases and web pages;
6. Administers user accounts;
7. Designs and produces basic reports;
8. Sets up and submits production jobs and edits and debugs computer output;

9. Transfers computer files between platforms;
10. Provides basic troubleshooting, repair and maintenance for computer equipment (e.g. microcomputers, disk drives, and laser printers) and may assist with testing personal computers and peripherals on a network to diagnose hardware versus software problems;
11. Maintains records;
12. Related duties as required.

I.S.S. Typical Duties:

1. Plans and prepares the ISS delivery model to include, but not limited to appropriate physical environment, schedules and procedures, information/communication plan for school staff members, life skills preparation, and resource file for students.
2. Provides appropriate instructional assistance and support for students.
3. Coordinates and communicates with classroom teachers in assisting students in the continuation of classroom assignments.
4. Interacts with students, individually and/or in groups, to assist them in accepting responsibility for their behavior and for changing that behavior.
5. Adheres to district policy, procedures, regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behavior which detracts from staff morale; works cooperatively with colleagues and the community; helps maintain a positive, cooperative climate.

Requirements

Education: Teacher Certification with skills in data processing training, computer operations training, or experience in a multi-operation system or production control environment preferred.

Skills and Experience: . May require the knowledge of a variety of hardware as well as software, programming languages, and operation systems. May be tested on appropriate computer skills as required.

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 stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The above describes the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities

Para Degree(Hire after 6/13)			
Years	180 Days Increase	@8 hr/day Salary	Hourly \$
			Para Degree New
1	\$0.00		\$14.29
2	\$0.12		14.41
3	\$0.12		14.53
4	\$0.12		14.65
5	\$0.12		14.77
6	\$0.30		15.07
7	\$0.30		15.37
8	\$0.30		15.67
9	\$0.30		15.97
10	\$0.30		16.27
11	\$0.15		16.42
12	\$0.15		16.57
13	\$0.15		16.72
14	\$0.15		16.87
15	\$0.15	24,509	17.02
16	\$0.00	24,509	17.02
17	\$0.00	24,509	17.02
18	\$0.00	24,509	17.02
19	\$0.00	24,509	17.02
20	\$0.00	24,509	17.02
21	\$0.00	24,509	17.02
22	\$0.00	24,509	17.02
23	\$0.00	24,509	17.02
24	\$0.00	24,509	17.02
25	\$0.00	24,509	17.02
26	\$0.00	24,509	17.02
27	\$0.00	24,509	17.02
28	\$0.00	24,509	17.02
29	\$0.00	24,509	17.02