

SOUTHGATE INDEPENDENT SCHOOLS
JOB DESCRIPTION

POSITION TITLE: Virtual Learning Student Supervisor

QUALIFICATIONS: Must have a high school diploma and experience working with children and collaborating with teachers

Demonstrated ability to communicate and work effectively with parents, staff, students, and community

REPORTS TO: School Principal or designee

RESPONSIBILITIES:

1. Maintain confidentiality of records in adherence with all law and licensure requirements
2. Creates and maintains records/service logs in adherence with federal laws including but not limited to: IDEA, Medicaid, Social Security, etc.
3. Collaborates with teachers to provide appropriate delivery of instructional services and activities for students that are support Kentucky Academic Standards
4. Develop and implement an efficient schedule of services and treatment plans, revising as necessary to meet the unique needs of each student and family
5. Guide students in the development of skills and strategies for coping, adjusting, and maintaining academic progress
6. Provide weekly reports on academic progress, attendance, and services while maintaining confidentiality of clients
7. Knowledgeable of and adheres to all school law, board policies, and all governing guidelines for federal programs
8. Meets with School Principal or designee on a regular basis to ensure virtual learning students are making appropriate progress
9. Performs other duties as assigned by the School Principal or designee

