

Facilitator (SY24 Proposal)

Reports to – Principals, CAO, COO

To create supportive virtual experience environment favorable to learning and personal growth; to establish effective rapport with pupils; communicate with families to lead students toward fulfillment of their potential for intellectual growth and maturation; to establish good relationships with parents and other staff.

PERFORMANCE RESPONSIBILITIES

1. Facilitate and monitor online classes
2. Monitor student progress
3. Monitor and post attendance
4. Grade and post grades to IC
5. Conduct weekly conferences with students and parents/guardians/families
6. Attend/assist with ARC meetings
7. Provide some interventions and supports
8. Conference with school based and online program teachers
9. Assist with lesson planning
10. Assist students and families with goal setting
11. Assist with administering benchmark assessments (or other assessments as necessary)
12. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
13. Identifies pupil's needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems, including but not limited to development and implementation of Section 504 Plans, Individual Education Plans (IEP) and Gifted Student Service Plans (GSSP). Maintains competence through professional growth activities as identified by individual or school needs.
14. Administers assessments in accordance with district and state guidelines.
15. Reports to their designate classroom/work location at least fifteen (15) minutes prior to the opening of school and remains at least fifteen (15) minutes after official closing time.
16. Maintains reports and records required by regulations of the Gallatin County Board of Education and Kentucky Revised Statutes.
17. Performs other duties as assigned.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Must hold current valid Middle School/High School Kentucky Teaching Certification or valid administrative certification as determined by the Kentucky Department of Education.

Approved by: _____
Board Chairperson

Date:
Revised:

Reviewed and agreed by: _____
Employee

Date: _____