

TITLE: ACCESS and CREDIT RECOVERY FACILITATOR

QUALIFICATIONS:

1. Bachelor's degree or higher from an accredited university preferred
2. Experience with or the willingness to be trained in ACCESS Distance Learning
3. Experience with or the willingness to be trained in credit recovery
4. Effective communication, leadership and organizational skills
5. Skill level of knowledge as it pertains to computer operating systems

REPORTS TO: School principal and/or the Instructional Technology Coach

JOB GOAL: To carry out the function of facilitating distance learning and credit recovery.

PERFORMANCE RESPONSIBILITIES:

1. Provides access to distance learning courses and credit recovery software through management of an accurate and efficient organizational retrieval system.
2. Assists students by monitoring academic progress and student behavior in both the physical and virtual classrooms.
3. Monitors effective and ethical use of technology by students using the ACCESS laboratory.
4. Assists in maintaining an accurate inventory of school technology related to this position.
5. Promotes a positive, caring climate for learning.
6. Serves as a liaison to online teachers and providers.
7. Maintains daily contact with teachers regarding:
 - a. Progress of students in ACCESS and credit recovery classes, and
 - b. Issues related to course delivery.
8. Assists students as needed with minor technology issues and keeps an accurate record of student attendance in the ACCESS and credit recovery classes.
9. Serves as a resource to e-Teachers who might be serving the same students as those in ACCESS or credit recovery classes.
10. Performs other assignments and/or technology-related duties as agreed upon by the principal or his/her designee.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 9-10-13