

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: Digital Learning Lab Facilitator (Science/Math High School)

Position Type: Exempt	Department: Professional Staff
Salary Schedule: Certified	Reports to: High School Principal
Salary Range: \$40,000 - \$45,000	Location: Wickenburg High School
Term of Employment: 10-Month Contract	Date: 4/30/2015
Shift: Teacher Day + Lab Time (until 4:30 p.m.)	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY:

To provide educational opportunities where students may fulfill their potential for intellectual growth and to provide instruction that will result in students achieving academic success.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and facilitates online and blended learning for Wickenburg High School students in Science and/or Math digital programming;
- Generates, completes, and maintains reports for the school, district and state in regards to student progress;
- Interprets data to determine instructional goals for students, instructional content activities, interventions and/or supplemental programs;
- Understands the philosophy and content of a blended online learning program;
- Facilitates the development of Individualized Learning Plans (ILPs) for students who come into the lab after school;
- Establishes best practice student progress monitoring, reporting and communication systems to keep students, parents and school administrators informed of learning progress;
- Plans and guides the learning process to help students achieve mastery;
- Ability to work with and facilitate various instructional models within a lab environment;
- Understands high school philosophy and uses that knowledge to better meet the instructional needs of high school students;
- Uses technology resources effective for the benefit of students' learning;
- Maintains a classroom atmosphere which is safe and conducive to learning;
- Observes and monitors control of student behavior in the classroom, school grounds, and other areas;
- Plans and implements activities/lesson plans that are in accordance with ACT Quality Core and/or the Arizona College and Career Readiness Standards;
- Establishes, maintains and promotes a classroom atmosphere which ensures the emotional and physical safety of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility;
- Maintains open lines of communication with parents/guardians;
- Assesses student needs and develops appropriate lessons or activities;
- Evaluates student performance and makes necessary provisions to meet learning needs;
- Modifies the program to best meet the needs of individual students;
- Maintains a professional demeanor with students, parents, staff and administration;
- Meets professional obligations through efficient work habits;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Ability to relate well to both students and adults;
- Performs other duties and responsibilities as assigned by the principal / supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students as assigned.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Knowledge of instructional strategies and best practices used with high school students;
- Knowledge of effective strategies to use with both struggling & high achieving students;

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- Knowledge of issues pertaining to area of assignment;
- Knowledge of organizational practices;
- Must have an excellent working knowledge and use of educational technology;
- Must be detail-oriented, self-motivated, and able to work collaboratively;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs, students and families;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- A minimum of an Arizona Substitute Teacher Certificate required; Appropriate Certification preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Science;
- Expertise in a variety of technological computer applications and programs preferred.

COMMUNICATION SKILLS:

- Communicates effectively with the supervisor, school staff, parents, and students;
- Must use appropriate grammar;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Minimum of one annual evaluation conducted by school administration with input from the Superintendent or Superintendent Designee in accordance with Board Policy.

COMMENTS: *This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

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