

Mountain Home Public Schools
Job Description
Paraprofessional/Digital Learning Facilitator

Reports to: Building Administrator

Digital Learning Facilitator
Para-Professional

The Digital Learning Facilitator will be responsible for the implementation of Act 1280 requirements as well as other technology initiatives in the Mountain Home School District.

1 Summary

To assist in the operation of a computer lab; to provide ongoing assistance to students and teacher; and to perform a variety of tasks relative to assigned areas of responsibility

2 Responsibilities

Monitor activities and behavior of students ACTIVELY during computer laboratories to ensure the physical and environmental safekeeping of students, as well as adherence to appropriate conduct and disciplinary controls.

Maintain student contracts for digital learning courses. Maintain log of student progress toward goal attainment by identifying tasks completed, grades earned, and time on task; notify administration and contact parents weekly regarding progress.

Assess technology program(s) effectiveness relative to student participation, academic achievement, and satisfaction with digitally-delivered courses (i.e., content, teacher support, user-friendliness, and technical support).

Maintain computer laboratory hardware, software, and text materials and ensure proper security.

Coordinate schedules of students in conjunction with teachers

May be assigned monitoring duties: i.e. hallways, cafeteria.

Other duties as assigned.

3 Qualifications

Perform related duties as assigned Education, Experience, Competencies

Highly qualified para-professional credentials (must meet one of the criteria below)

- High School/GED AND ETS Assessment (“ParaPro Assessment” with minimum pass score of 457)
- High School/GED AND 2 years of higher education (60 hours) at an accredited institution
- High School/GED AND associate’s degree or higher
- Arkansas teacher’s license

Technology-related skills

Organizational skills Communication skills

Ability to work with high school students, parents, and school administration

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 sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. Specific vision abilities required by this job include close vision. Must be able to drive to various locations within the district.

Work Environment

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. The noise level in the work environment is usually very quiet, but may on occasion be very noisy. Position usually demands meeting deadlines with severe time constraints and meeting multiple demands of several people. Disclaimer The information contained in this job description complies with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.