

## **DISTANCE LEARNING ASSISTANT**

### **GENERAL RESPONSIBILITIES**

Provide the Distance Learning (DL) instructor paraprofessional support by facilitating delivery of materials to and from the students and monitoring student behavior while at the sending site; at the receiving site, teacher assistant acts as a teacher surrogate by facilitating lesson plans, monitoring student behavior, and completing administrative paperwork (i.e., attendance, excessive absence forms, discipline referrals, textbook inventory, monthly reports).

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- Assist in establishing and maintaining standards of student behavior.
- Alert the teacher to special needs of individual students.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom; monitor students to ensure time on task.
- Ability to communicate with DL teacher(s) using e-mail, fax, phone and inter-office mail.
- Facilitate purchase of instructional supplies.
- Distribute (with due dates), collect, facilitate and process student contracts.
- Report technical problems.
- Administer student attendance policy and facilitate, record and report attendance issues (i.e., excessive absenteeism, tardiness).
- Prepare substitute folder.
- Facilitate, record, report attendance issues- excessive absenteeism, tardies.
- Facilitate discipline referrals.
- Maintain log of facilitated materials sent/received, each dated.
- Schedule alternative sites (i.e., computer lab, library).
- Actively monitor students throughout instructional period.
- Schedule and facilitate make up work/tests.
- Facilitate field trip details.
- Secure IEP and 504 plans and send to DL teacher.
- Complete and return monthly statistics report to Distance Learning Coordinator.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the practices, methods and techniques used in classroom teaching; ability to maintain confidential files and information to compile reports; ability to deal effectively with students and teachers; ability to use classroom and Distance Learning instructional equipment; ability to operate standard office, word and data processing equipment; basic computer skills including familiarity with Microsoft Office Suite word processing, data base, and spreadsheet documents, email, and web pages; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

**EDUCATION AND EXPERIENCE**

High School Diploma or GED. Some experience in working with high school or middle school students.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Significant standing, some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 8/08
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