**Cochrane-Fountain School District – Job Description**

**Title: Learning Center Coordinator**

**Summary**

Under the direction of administration, the Learning Center Coordinator position provides support to the instructional program with the specific responsibility of monitoring and reporting online & virtual student progress, attendance, and behavior. This position also has responsibilities in coordinating technology needs as directed by the Library Media Specialist.

**Essential Duties and Responsibilities**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Student Management and Supervision

* Maintain an effective learning climate in the learning center
* Provides guidance, communicates high expectations, and shows an active interest in student progress.
* Regularly communicate student grades, progress, behavior, and attendance to the student and their parents/guardian.
* Assist student in obtaining online help with classwork
* Maintain records of student attendance.
* Assist students in troubleshooting online and virtual classes.
* Communicate issues with online and virtual classes to the guidance counselor
* Do not leave students unsupervised.
* Address student behavior issues that disrupt the learning environment; refer to administration, if needed.
* Maintain confidentiality in ALL matters relating to students in your care both in and out of school.

Technology

* Maintain and update district website, events calendar, and Facebook page.
* Perform other technology related tasks as needed.
* Assist with the collection and dissemination of student Chromebooks and other technology.
* Assist with book check out and collection.
* Collect and report damaged Chromebooks; Issue replacement Chromebooks
* Assist with the maintenance and management of the Chromebook inventory

**Professional Responsibilities**

* Maintain a high level of ethical behavior and confidentiality of information about students.
* Remain current in certifications, licenses, ect., that pertain to job responsibilities.
* Actively participate in in-service and training programs as requested.
* Maintain a positive workplace attitude and demeanor.
* Collaborate with others in a positive manner.
* Follow all safety procedures and use proper safety equipment in the performance of all duties.
* Know and comply with all school district policies and procedures.
* Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
* Complete all necessary records and reports in a timely manner.
* Perform other duties as assigned by Administration.

**Typical Physical Requirements**

* Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
* Frequent standing, walking, reaching, grasping, holding
* Occasional stooping, crouching, kneeling, and crawling

**Qualifications for Employment**

Required

* High School Diploma or GED
* Demonstrates interpersonal skills needed to relate positively to children and adults
* Basic technology and clerical knowledge
* High comfort level learning new technology
* Aptitude towards technology and technology problem-solving

Preferred

* Previous experience working with children in a learning environment.
* Previous experience in a high technology environment

**Terms of Employment**

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

**Evaluation**

Annual evaluation to be completed by the Principal or Assistant Principal

**Adopted by the Cochrane-Fountain City School Board: 4/20/2022**