

1564617

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **PROGRAM ASSISTANT – ONLINE LEARNING**

REPORTS TO: School Principal or Designate
Program/Classroom Teacher(s)

SUPERVISES: N/A

JOB SUMMARY: Assists in the setup, operation and facilitation of online learning in division schools as needed.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks therefore, training in either NVCI or WEVAS may be required.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Ensures all necessary computer equipment for online learning is in good working order and in place where required;
- Assists in the creation and distribution of online video recordings of lessons delivered by a teacher;
- Acts as the cameraperson in classes as required and collects online comments and questions from students during synchronous online learning;
- Prepares and maintains all necessary links, email distributions, and files in Microsoft Teams and/or Brightspace.
- Performs other related duties as assigned or as required.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21			1 of 2
01-06-21			

QUALIFICATIONS:

- High school diploma plus additional related coursework including appropriate safe work procedures.
- Ability to communicate both verbally and in writing with staff and students.
- Ability to properly care for materials and equipment.
- Ability to move from school to school to provide support as needed.
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21			2 of 2
01-06-21			