

## **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 Armored School District.

### **OVERALL RESPONSIBILITIES include the following:**

- 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
- 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
- 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

### **Salary**

- Per district salary schedule