



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Virtual Learning Lab Supervisor

F.L.S.A.: Non-Exempt

QUALIFICATIONS:

- Must have and maintain a current Substitute Teacher or Teacher certificate through the Missouri Department of Elementary and Secondary Education.
- Background of working with children.
- Must be proficient with computer technology.
- Must have ability to work extensively within the district's online learning management system.
- Must have good interpersonal skills; be neat in appearance; dependable; and have the ability to climb stairs on a regular basis.

REPORTS TO: High School Assistant Principal

TERMS OF EMPLOYMENT: Student contact days plus additional days as approved. Employee benefits as outlined in the Classified Agreement.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students in a virtual learning lab that are participating in online coursework.
2. Maintain a productive, safe, and orderly environment so students can maximize their time in the virtual learning lab.
3. Serve as liaison between students and online course instructors for questions, issues, or concerns.
4. Make referrals involving student misconduct or duress to the assistant principal, counseling staff, peer mediation, and care team as appropriate.
5. Respond to student requests for assistance with equipment. Report malfunctions of equipment to Technology Specialist or Technology Department.
6. Communicate and enforce school policy and procedures in accordance to Park Hill School District Policy, local and federal laws.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Facilitate an inviting and supportive environment for students.
2. Attend training as required by administration.
3. Submit reports as requested.
4. Perform other duties as assigned.