



1.0 Electronic Learning Facilitator

Primary Responsibilities:

- Supervise the Online Learning program
- Schedule students and classes during the school year
- Plan and implement summer learning opportunities
- Promote online learning opportunities
- Motivate students for success
- Communicate with students parents, teachers, administrators, and other interested parties
- Order materials as needed to maintain the online learning program – Pursue best pricing and quality for needed items
- Maintain records and inventory for the lab equipment and learning materials
- Work with e2020 and WHS computer technicians to ensure quality control
- Collaborate with WHS staff to schedule and prepare the Online Learning program
- Work with computer technicians to troubleshoot equipment and material issues
- Work with building principals and curriculum coordinators to maintain the integrity of the WHS Online Learning program
- Create and maintain an Online Learning program website
- Collaborate with the Information Processing staff and building administrators to assure accuracy in transcripts and grades.
- Maintain network security
- Maintain student confidentiality
- May be required to teach other courses certified in.

Experience/Qualifications:

- Experience with using a computer, computer troubleshooting and online learning
- Strong teaching background
- Highly organized – able to handle multiple projects at the same time
- Excellent interpersonal communication skills
- Demonstrated flexibility in decision making and working with students

Application Procedure:

(Internal candidates: Please feel free to complete the shorter internal application if you have access to a networked school computer, otherwise, the detailed resume, cover letter, and references will be necessary.)

When applying for a position with the Windover High Schools, interested candidates must submit a resume, cover letter, have two letters of recommendation, and three references in order to be considered an official applicant.

If your qualifications meet our needs, we will contact you for further information and a possible interview. Please do not send paper documents to the school! You must submit your documents electronically. Thank you for your interest in Windover High School.