



Job: **Title I – Extended Learning Technology Assistant**

Department: **Student Advocacy and Access**

Supervisor: **Director of Student Advocacy and Access**

Lane Placement: **ESP Lane 4**

Schedule: **5 hr day /188 days** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Title I School Principal, the Title I Extended Learning Technology Assistant will be responsible for supporting students and teachers with the after school computer-based programs (Success Maker, Reflex Math, Imagine Learning, Power Point, Word, etc.) The Assistant will be responsible for software management processes, teaching and supervising students in the lab and preparing monitoring data for teacher review. Additionally, the Assistant will support parent learning during Open Lab time or classes to ensure parents can access district and school web sites, instructional programs and Skyward Family. The Assistant will be responsible to manage AfterSchool Skyward, transportation, Nutrition Reports, and all data related to the Extended Learning Program for federal and state reports.

ESSENTIAL FUNCTIONS

- Set up and manage students participating in the AfterSchool Program in SuccessMaker and other appropriate programs.
- Provide instruction and supervision to students using technology in the AfterSchool Program.
- Provide data reports regularly to grade level PLC's to monitor student mastery of standards. Work with teachers to adjust pacing, skill review or acceleration to meet each individual student's needs.
- Work with the Extended Learning Facilitator and school administration to establish regular Open Lab hours or specific classes for parents.
- Manage the Skyward site for the extended learning program, including enrollment, attendance, transportation information, and quarterly reports.
- Manage the technology tracking system for Snack and ensure accurate reports are made on-time to Nutrition Services.
- Support the collection, compilation and reporting of all data required for the Utah State Board of Education, Division of Work Force Services, Utah AfterSchool Network, and third party evaluators.
- Participate in and document the schools' work with the AfterSchool Quality Tool.
- Establish a systematic method of tracking and maintaining data required for various programs at the school.
- Provide monthly progress reports to Principal and Director of Student Advocacy and Access.
- Collaborates with all other school and district-based staff involved with technology to ensure aligned programming, consistent expectations and adherence to District Policies.
- Attends professional development provided through USBE, UAN, Title I, Canyons Technology Departments, etc., to learn expected procedures and to ensure compliance with data requirements.
- Supports all Extended Learning Program activities.
- Supports all School-based programs as directed by the principal.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires a minimum of three years' successful work experience.
- Associate's Degree required, Bachelor's degree preferred. Related work experience strongly considered.
- Requires excellent technology skills and strong attention to detail. Mastery of Word, Power Point, Excel.
- Familiarity with SuccessMaker, Reflex Math, SuccessNet, Imagine Learning, and Skyward helpful.
- Ability to learn quickly, take initiative, work independently, manage multiple priorities and meet deadlines.
- Excellent organizational skills for both electronic and paper materials.
- Strong interpersonal and collaboration skills.
- Positive approach to working with students and parents, willingness to mentor as directed.
- Understanding of PBIS, Core Standards, school assessment data and progress monitoring helpful.
- Excellent communication skills with students, parents, teachers and administration.
- Preference given to those individuals experienced in working in a school setting.
- Must be able to work afternoons and some evenings.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: 6/8/2020