



## CHARIHO REGIONAL SCHOOL DISTRICT

### Job Description

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| <b>Position Title</b>             | E-Learning/Guided Study Specialist   |
| <b>Reports To</b>                 | Principal  |
| <b>Level/Grade</b>                | Grades 9 through 12  |
| <b>Type of position:</b>          | <input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular |
| Appointment by interview process. |  |

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The E-Learning/Guided Study Specialist promotes the use of quality digital learning and assessment experiences, in combination with face-to-face teaching, to increase student achievement. The Specialist assures compliance with the Online Learning Policy and works closely with other support personnel.

#### Qualifications

- Bachelor's Degree
- Secondary Math Certification Preferred; Consideration to Candidates with Core Content (Math, Science, Social Studies, English) Certification
- Strong Technology Background

#### Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District. Seeks opportunities for the integration of the curriculum.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the curriculum.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Coordinates all facets of the E-Learning/Guided Study Laboratory, including Virtual High School, Edgenuity and other web-based and digital learning curricula, web-based assessment, and other similar technological instructional tools.
- Demonstrates full knowledge of digital programs, including but not limited to Edgenuity and Virtual High School.
- Demonstrates knowledge of Common Core State Standards.
- Assists students through use of web-based curricula, Edgenuity, Virtual High School and other digital curricula.
- Supports students in credit recovery, including the use of digital platforms such as Edgenuity or other digital credit recovery platforms.
- Ensures that students receive instruction in deficit areas by assessing needs and targeting instruction.
- Understands and implements blended learning strategies.
- Monitors student progress through the collection and analysis of data. Assists students in monitoring their own progress.
- Checks that students are referred to E-Learning/Guided Study Laboratory in accord with policy.
- Generates reports as required by school and/or district administration.
- Promotes availability of the E-Learning/Guided Study opportunities to all students.
- Provides re-teaching opportunities for major course assessment, especially for those given at the end of the school year.
- Administers, grades, and ensures the security of major course assessments.
- Documents all major course assessment re-teaching, re-administration, and transmittal of grades.
- Researches and identifies quality web-based curriculum designed to increase student

performance.

- Integrates technology to more effectively deliver the curriculum and specially designed instruction.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

## **Supervises**

Students

## **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

## **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular

part of the day and location.

**Education Requirements**

Bachelors' Degree

**Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Created 7/1/2014; Rev 4/25/2023**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*