



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Virtual Learning Facilitator
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	8777
<b>Reports to:</b>	Director of Virtual Learning
<b>Shift Length:</b>	6 Hours a Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$49,744.77

**Position Summary:**

SLPS is seeking talented Educators with a broad base of knowledge in curriculum, pedagogy, and educational technology. In this position, learning facilitators are expected to plan, organize, and deliver virtual programs of instruction that support the premise/core belief that all children can learn and implement activities that promote learning goals and academic expectations. Our diverse student population deserves and appreciates learning facilitators who are committed and who have a passion for their work.

**Essential Functions:**

- Manage, track, and report out on the caseload of students enrolled in virtual programming full-time, part-time, or as an option for credit recovery
- Internalize instructional programming and prepare appropriate supplemental resources using research-based practices in virtual and Blended Learning to support self-paced learning
- Prepare for classes/caseloads assigned and show written evidence of preparation upon request of the administrator
- Provide instructional support as needed through whole group and small group instruction, tutoring, or other differentiated instructional support to ensure success on individualized learning pathways
- Maintain targeted office hours for progress monitoring and feedback check-ins (minimum of 30 minutes at least once per month for each student on caseload)
- Maintain a high level of virtual student engagement and success in asynchronous coursework through strategic data-tracking and by providing multi-tiered systems of support as needed
- Analyze data to assess virtual learning programs, instruction, and achievement to inform decisions for virtual learning programming; manage, track, and report out on the caseload of students; provide progress reports as needed
- Grade and provide feedback on virtual student work
- Foster a collaborative learning community inclusive of families
- Operate as a home-school liaison; create homeschool opportunities
- Create and maintain a safe virtual learning space
- Demonstrate an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintain accurate, complete, and correct records as required by law, district policies, and administrative regulations
- Create and maintain a safe virtual learning space; Create a virtual learning environment that is conducive to learning and appropriate to the maturity and interest of the students
- Encourage students to set and maintain standards of virtual learning behavior
- Communicate expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students



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- Assess students' special needs and collaborate with school services and community agencies to meet those needs
- Maintain confidentiality of information concerning students, colleagues, and parents
- Modify own professional development plan to improve instructional performance and promote student learning
- Demonstrate high standards of professionalism and ethics
- Assist in upholding and enforcing school rules, administrative regulations, and Board policies
- Report in person to assigned location (locations may vary)
- Attend Academic Office meetings including Curriculum and Instruction and Virtual Learning team meetings, or other team meetings as scheduled
- Other duties as assigned by the supervisor

**Knowledge, Skills, and Abilities:**

- Effectively manage a virtual learning environment, and virtual instructional design, and highly skilled in the use of digital applications and productivity tools
- Possess knowledge of district policies and mandates related to parent involvement, discipline, and student achievement
- Possess a willingness to interact on a personal level with parents
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff, and parents in a variety of settings
- Develop trusting relationships with parents, teachers, and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs, and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Demonstrate passion for improving public, and urban education and driven to make a difference
- Demonstrate initiative and problem-solving capabilities
- Demonstrate organizational skills related to all Essential Functions listed above

**Experience:**

- Evidence of success in virtual/hybrid teaching
- History of working with culturally, diverse parents and families in an urban educational setting
- Experience collaborating with community agencies
- Evidence of serving effectively in a collaborative team setting

**Education:**

- Bachelor's Degree in applicable field (required)
- Missouri Teaching Certification (required, candidates in pipelines to certification will be considered)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree



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**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____		_____	
Human Resources	Date		

***In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***