

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Learning Facilitator- Great Basin Home School Coordinator</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Building Principal/ Designee
<b>EDUCATION:</b>	B.A./B.S. or equivalent experience	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Hours and days as specified on posting		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB QUALIFICATIONS:</b>	Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.		

### **MINIMUM REQUIREMENTS:**

Three years of experience in alternative education setting.  
 Knowledge of homeschool and online curriculum.  
 B.A./B.S. or equivalent experience.

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Provide individual and/or small group assistance to high risk students.
2. Provide academic counseling and support services to homeschool students and families to support progress.
3. Assist with duties and the supervision of students and have a proven work ethic.
4. Complete homeschool screening of potential students.
5. Clerical and record keeping tasks necessary to maintain student records.
6. Perform scheduling and registration procedures.
7. Evaluate student records and interpret information for students and parents.
8. Help students plan future educational and/or career steps.
9. Facilitate referral of students to educational resources outside of the school district.
10. Ability to coordinate outside services for homeschool students and families. Must uphold the moral character as required of teachers.
11. Must maintain confidentiality when associated with the Klamath County School District.
12. Regular attendance is an essential function of this position.
13. Additional duties as assigned by Building Principal or designee.

### **PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			

> 100 lbs.	x				
Maximum amount lifted by worker without assistance: no more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					
<b>CARRYING</b>					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				
Maximum amount carried by worker without assistance: no more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

<b>PUSHING/PULLING FORCE TO BE EXERTED</b>					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: no more than 75 lbs.					
Distance: <u>30 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>level</u>					

<b>ENVIRONMENT (WORK CONDITIONS)</b>	
Works Inside <u>88</u> % of the time	/ Works Outside <u>12</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

<b>OTHER PHYSICAL DEMANDS</b>					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel			x		
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps				X	
Climb Ladder	X				
Work at Heights	x				
Reach at or Above Shoulder					
Reach Below Shoulder			X		
Use of Arms				X	
Use of Wrists				X	

