KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

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

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.				х	
11-20 lbs.				х	
21-50 lbs.				x	
51-75 lbs.		х			
76-100 lbs.		х			

> 100 lbs.	х				
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.

CARRYING					
Pounds	Never	Seldom	Occasionally	Frequently	Continuously
i ouilus	Nevel	1-5%	6-33%	34-66%	67-100%
1-10 lbs.				х	
11-20 lbs.				х	
21-50 lbs.				х	
51-75 lbs.		х			
76-100 lbs.	_	х			
> 100 lbs.	х				

Maximum amount carried by worker without assistance: no more than 75 lbs.

If required, carrying over __75__lbs. are performed with two or more people or lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	700			Х	
11-20 lbs.				х	
21-50 lbs.				x	
51-75 lbs.		Х		-	
76-100 lbs.		х			-
> 100 lbs.	х				
Maximum wei	ght of object	oushed/pulled b	y worker: no more t	han 75 lbs.	

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

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				Х	-
Twist				Х	11/1/
Crouch/Squat				Х	
Kneel	17.12		х	200	200
Crawl	х				
Walk-Level Surface				Х	
Walk-Uneven Surface			х		
Climb Steps				х	
Climb Ladder	х				
Work at Heights	х				
Reach at or Above Shoulder					
Reach Below Shoulder			х		
Use of Arms				х	
Use of Wrists				Х	

Use of Hands			х	
Grasping/Squeezing		X		
Operate Foot	х			
Controls				

ENDU	JRANCE							
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
	Sitting				х			
	Standing				х			
	Walking				х			
	Change Positions				x			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employee Signature	Date
Employer Representative (Immediate Supervisor)		S //
Print Name	Title Sign	nature Date
Prepared by: Director of Human Resources	Date:	7111110
In the event of an on the job injury:	IDie	tri of
For physician to complete: Is this job appropriate? Yes If not released to regular work at this ti	No Date of Release:	TED# DATE: