

KLAMATH COUNTY

TITLE:	Learning Facilitator – McKinney Vento Student Success Advocate		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Secondary Curriculum Director
EDUCATION:	B.A./B.S.	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	190 days. Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>A learning facilitator should have college level reading, writing, and math skills, be a strong communicator with both colleagues and students, and be able to efficiently use computer programs necessary for the position. The ability to manage student behavior, clearly deliver instructions, and monitor progress on teacher/supervisor assigned learning goals is also essential. In addition, the McKinney Vento Student Success Advocate will work with homeless and/or mobile students, as well as other at-risk student groups, to support regular attendance and academic performance using a variety of best-practice and creative approaches.</p> <p>Also required, the 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.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

- 1.** Bachelor’s degree and commensurate reading, writing, and communication skills.
- 2.** Proficiency using computer programs necessary for this position.
- 3.** The ability to communicate clearly and effectively with K-12 students on a wide variety of topics.
- 4.** Strong organization skills and work ethic regarding schedule and responsibilities. Ability to maintain complete tasks and make job appropriate decisions with direct supervision.
- 5.** Ability to maintain a positive and empathetic student and family rapport while encouraging adherence to school and district expectations for attendance and academic progress.
- 6.** Ability to track and record data as well as produce analysis of data using available databases and spreadsheets.
- 7.** Knowledge of or ability to quickly learn KCSO curriculum expectation and Oregon high school graduation requirements and communicate these requirements to students and families.
- 8.** Knowledge of and ability to coordinate with community programs and agencies that support youth.
- 9.** Knowledge of local college programs and the ability to work with and coordinate admissions and early college credit for KCSO students.
- 10.** Ability to flex schedule at times to attend meetings or coordinate services.
- 11.** Oregon Driver’s License required and ability to complete a Type 20 endorsement.
- 12.** Transporting students in a district vehicle may be required at times in this position.
- 13.** Other duties as assigned by position supervisor.

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.					

CARRYING					
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.					

PUSHING/PULLING FORCE TO BE EXERTED					
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>					

ENVIRONMENT (WORK CONDITIONS)	
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	

OTHER PHYSICAL DEMANDS					
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		x			
Reach Below Shoulder			X		
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	

Grasping/Squeezing			X		
Operate Foot Controls			x		

ENDURANCE

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				x			
Standing				x			
Walking				x			
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.

form the essential functions of the position:

_____ Employee Signature _____ Date

Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date

Print Name

Prepared by: _____ Date: _____

Personnel Director

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

_____ Date

Physician's Signature