

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Learning Facilitator – On Track Coach	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Building Principal/ Designee
EDUCATION:	B.A./B.S.	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	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 assigned learning goals is also essential. On Track Coaches also have responsibilities for meeting in class settings and one-on-one with students to assisting them in their personal education planning process. This process includes academic and life goal setting as well as resource exploration around college and careers. On Track Coaches also organize and facilitate 9th Grade On Track meetings at the building level. These meetings include data tracking of at risk 9th graders and helping to organize a school-wide response for struggling 9th grade students. 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. Provide individual and/or small group assistance to students.
2. Provide supplemental services to students to support progress.
3. Work independently with students in a classroom setting to achieve pre-defined instructional and learning goals.
4. Demonstrate competence with a variety of computer programs and technologies.
5. Assist with classroom/school duties and the supervision of students.
6. Demonstrate academic skills in reading, writing, and mathematics commensurate with a bachelor's degree.
7. Assist in the preparation of instructional materials.
8. Clerical and record keeping tasks necessary to maintain student records.
9. Perform scheduling and registration procedures.
10. Evaluate student records and interpret information for students and parents.
11. Help students plan future educational and/or career steps.
12. Facilitate referral of students to District sources and/or appropriate agencies outside of the school district.
13. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
14. Must maintain confidentiality when associated with the Klamath County School District.
15. On Track Coaches facilitate 9th Grade On Track meetings at their assigned school(s), provide relevant student data, and track student interventions and outcomes. On Track Coaches are expected to serve as a key liaison between underclassmen and their academic success.
16. On Track Coaches meet regularly in one-on-one sessions with 9th grade and 10th grade students to review their individual transcript and to facilitate Career Information System (CIS) activities.
17. Regular attendance is an essential function of this position.

18. 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 75 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 75 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: 30 feet Type of Surface: (i.e. level, carpet, tile): level

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					
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.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: _____ Date: _____
Director of Human Resources

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: _____

Physician's Signature

Date