KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Learning Facilitator						
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:	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.						

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. Demonstrate academic skills in reading, writing, and mathematics commensurate with a bachelor's degree.
- 4. Work independently with students in a classroom setting to achieve pre-defined instructional and learning goals.
- 5. Demonstrate competence with a variety of computer programs and technologies.
- 6. Assist with classroom/school duties and the supervision of students.
- 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. Regular attendance is an essential function of this position.
- 16. Additional duties as assigned by Building Principal or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom	Occasionally	Frequently	Continuously
Founds		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 an	nount lifted by	worker without	assistance: no more	than 75 lbs.	

If required, lifts over lbs. are performed with two or more people or lift devices.

Pounds	Nover	Seldom	Occasionally	Frequently	Continuously
Pounds	Never	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 amo	ount carried b	y worker withou	t assistance: no moi	re than 75 lbs.	

Pounds	News	Seldom	Occasionally	Frequently	Continuously
Poullus	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.	111			Х	
11-20 lbs.				Х	
21-50 lbs.	/			x	
51-75 lbs.	_	Х			
76-100 lbs.		х			12
> 100 lbs.	х				
> 100 lbs.			y worker: no more t	han 75 lhs.	_

ENVIRONMENT (NORK C	ONDITIONS)			
Works Inside time.	88	% of the time /	Works Outside	12	% of the
Temperature Ex	tremes	: No		8	. 6 1
Works on or arc	und mo	oving machinery or mech	anical parts: No	_	1.50

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop		7.0	2/	х	-
Twist				Х	
Crouch/Squat				Х	//
Kneel			х		11
Crawl	х				1
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		х	
Operate Foot	x		
Controls			

END	ENDURANCE CONTROL OF THE PROPERTY OF THE PROPE							
	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				х			

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 a	attest to my ability to p	perform the essential function	ns of the position:
Print Employee Name	Employee Signature		Date
Employer Representative (Immediate Supervisor):			1
Print Name	Title	Signature	Date
Prepared by: Director of Human Resources	Date:	OHI	110
In the event of an on the job injury:	A W		ALLY
For physician to complete: Is this job appropriate? Yes No If not released to regular work at this time, p	Date of Release: please provide an "A	ANTICIPATED" DATE:	ct
Physician's Signature	 Date		