KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Learning Facilitator – Title 6					
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:	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. In addition, a Title 6 Learning Facilitator needs familiarity with Native American Peoples, history, and culture. Knowledge of the Klamath Tribes specifically is encouraged. 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. 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. Qualify for a Type 20 ODL and may be requested to transport students.
- 15. Must maintain confidentiality when associated with the Klamath County School District.
- 16. In addition, a Title 6 Learning Facilitator has a unique focus and responsibility for Native American students. Knowledge and understanding of Native American history, culture, and heritage is essential. Title 6 Learning Facilitators will have responsibilities unique to the Title 6 grant and state and federal laws governing Title 6 programs.
- 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)

Doumlo	Never	Seldom	Occasionally	Frequently	Continuously
Pounds	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.				Х	
11-20 lbs.				X	
21-50 lbs.				x	
51-75 lbs.		х			
76-100 lbs.		х			
> 100 lbs.	x				
Maximum ar	nount lifted by	worker without	assistance: no more	e than 75 lbs.	
If required, li	fts over <u>75</u>	lbs. are perfo	rmed with two or m	ore people or lift o	levices.
ARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.	- 14			x	
21-50 lbs.	15			X	1
51-75 lbs.	1000	х			
51-75 lbs. 76-100 lbs.	16	x x			
	x				
76-100 lbs. > 100 lbs.		X	t assistance: no moi	re than 75 lbs.	
76-100 lbs. > 100 lbs. Maximum ar	nount carried b	X y worker withou	t assistance: no moi rformed with two or		ift devices.
76-100 lbs. > 100 lbs. Maximum ar If required, c	nount carried b arrying over	X y worker withou 75lbs. are pe			ift devices.
76-100 lbs. > 100 lbs. Maximum ar If required, c	nount carried b	X y worker withou 75lbs. are pe BE EXERTED	rformed with two o	r more people or li	
76-100 lbs. > 100 lbs. Maximum ar If required, c	nount carried b arrying over	X y worker withou 75lbs. are pe			ift devices. Continuously 67-100%
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom	rformed with two or Occasionally	r more people or li Frequently	Continuously
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL Pounds	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom	rformed with two or Occasionally	r more people or li Frequently 34-66%	Continuously
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL Pounds 1-10 lbs.	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom	rformed with two or Occasionally	Frequently 34-66%	Continuously
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL Pounds 1-10 lbs. 11-20 lbs.	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom	rformed with two or Occasionally	Frequently 34-66% X X	Continuously
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL Pounds 1-10 lbs. 11-20 lbs. 21-50 lbs.	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom 1-5%	rformed with two or Occasionally	Frequently 34-66% X X	Continuously
76-100 lbs. > 100 lbs. Maximum an If required, c USHING/PUL Pounds 1-10 lbs. 11-20 lbs. 21-50 lbs. 51-75 lbs.	nount carried b arrying over LING FORCE TO	X y worker withou 75lbs. are pe BE EXERTED Seldom 1-5%	rformed with two or Occasionally	Frequently 34-66% X X	Continuously
76-100 lbs. > 100 lbs. Maximum ar If required, c USHING/PUL Pounds 1-10 lbs. 11-20 lbs. 21-50 lbs. 51-75 lbs. 76-100 lbs. > 100 lbs.	nount carried b arrying over LING FORCE TO Never	X y worker withou 75lbs. are pe BE EXERTED Seldom 1-5%	rformed with two or Occasionally	Frequently 34-66% X X X X	Continuously

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMAI	NDS				
Activity	Never	Seldom	Occasionally	Frequently	Continuously
Activity	Never	1-5%	6-33%	34-66%	67-100%
Bend/Stoop				х	
Twist				х	
Crouch/Squat				х	
Kneel			x		
Crawl	х				
Walk-Level Surface				х	
Walk-Uneven			х		
Surface					
Climb Steps				х	
Climb Ladder	х				

Work at Heights	х			
Reach at or Above Shoulder				
Reach Below Shoulder		x		
Use of Arms			х	
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	- / /			х			
Standing	11-			x		1	
Walking	1			х			
Change Positions	12			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 attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Employer Representative (Immediate Supervisor):

Print Name	Title	Signature	Date
Prepared by:	Date:	5111	
Director of Human Resource	S	A PROCESSION OF	
In the event of an on the job injury:			
For physician to complete:		11	
Is this job appropriate? Yes	No Date of Release:		
If not released to regular work at this	time, please provide an "A	NTICIPATED" DATE:	
		-	
Physician's Signature	Date		

Date