

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)

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				

