



JOB DESCRIPTION

Job Title	Virtual Classroom Assistant
Department	Hourly Classified
Reports To	Virtual Administrator
Classification	Hourly Classified
Location	Varies
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Virtual Classroom Assistant works under the direction of a Virtual Classroom Teacher to support virtual students in all aspects of their education. The Virtual Classroom Assistant uses a variety of technology to engage with virtual students, collaborate with District staff, and assist with a variety of clerical work as needed.

Essential Job Functions

- Under the direction of the teacher, supports classroom management, develops student skills, and provides instructional support during a wide variety of activities and subjects and across varying student ability and group sizes.
- Uses District technology to support and assist students individually and in small groups.
- Assists the Virtual Teacher with using technology to provide lessons to virtual students.
- Creates a variety of documents under the direction of the Virtual Teacher.
- Coordinates materials for distribution to families.
- Uses District approved platforms, programs, and software to support and engage students.
- Provides a variety of record-keeping, data entry, and documentation supports.
- Uses email and/or other web-based applications to communicate with staff and receive District information.
- Complies with all District training requirements in a timely manner.

Ancillary Job Functions

- Attends meetings and trainings as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Previous experience working with children.
- Training and/or experience in a wide variety of technology devices and applications.
- Must meet Every Student Succeeds Act standards for certification (federal or district).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or Bachelor degree earned or in progress in education, technology, or a related field.
- Experience working with groups of children and using effective discipline methods.
- Experience with Canvas or other educational platforms.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to guide and supervise groups of children in a virtual environment.
- Ability to manage children’s behavior in small and large groups in a virtual environment.
- Ability to maintain professional demeanor and resilience in response to student words and actions.
- Ability to use technology to create and share information and to engage with others.
- Ability to communicate effectively with students, staff, and families.
- Ability to work collaboratively in a team environment.
- Knowledge of the educational process and ability to understand and interpret curriculum.
- Ability to be flexible and adapt to changing situations.
- Able to operate a variety of equipment, including copier, fax, computer, whiteboard, web camera.
- Ability to work a flexible schedule to meet student needs including evening hours.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.