

LOPEZ ISLAND SCHOOL DISTRICT NO. 144
86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212
CLASSIFIED POSITION ANNOUNCEMENT

Online Learning Program Coordinator

POSTING: 22/23 - 29

Announcement Date: November 29, 2022

Applications Due by: Open until Filled

Applications Screened: As received

Responsible to: Secondary Principal

Job Summary:

This is an hourly contract position with the primary responsibility for supporting on-campus students who are taking certain classes in an online environment. Day-to-day responsibilities, when not directly serving students, may include classroom support activities and administrative assistance. This is a 6.5-hour per school day position, following the school year calendar.

Duties and Responsibilities:

- Support on-campus students in online classes
- Monitor student attendance
- Monitor student progress
- Communicate student progress to the secondary principal and school counselor

Salary Level:

[Per PSE Collective Bargaining Agreement](#) (Program Coordinator)

Minimum Qualifications:

- Must be at least 18 years of age and hold a high school diploma or its equivalent.
- WSP/FBI criminal history background clearance (fingerprinting).
- Satisfactory completion and compliance with District application and employment requirements.

Desired Qualifications:

- Ability to organize, perform and evaluate a comprehensively designed individualized program of varied activities with minimum supervision.
- Ability to be flexible and consistent.
- Ability to learn data collection and maintain accurate records, including anecdotal observations and journaling.
- Ability to work as part of a team.
- Effective written and oral communication skills.
- Demonstrated record of personal safety and ability to promote safety in the workplace, including abstinence from the influence of alcohol and other illicit substances, while on the job.

Licenses/Special Requirements:

Optional First Aid and CPR training, as required by the District.

Working Conditions:

Supporting and monitoring students who are engaged in individual online learning environments in a variety of subject areas. Must be organized and able to quickly monitor and adjust to help students stay on track with their online learning requirements to ensure successful outcomes. Work closely with the secondary principal and school counselor to keep them informed of individual student progress and arrange for appropriate intervention when necessary. When not working with students, provide support in classrooms or administrative offices as directed by the supervisor. Clerical work needs to be accurate and timely.

Application Procedures:

Current employees should submit a letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

New applicants must submit the following information to the Human Resources Office:

- 1. Letter indicating interest
- 2. Completed district Classified application
- 3. Complete resume of personal history, education, experience, and references

Please send your original application packet to:

Summer Hagge, Human Resources Officer
Lopez Island School District #144
86 School Rd.
Lopez Island, WA 98261
Phone: (360) 468-2202 Fax: (360) 468-2212
hr@lopezislandschool.org
www.lopezislandschool.org

Applicants will be screened, and candidates will be selected for interviews based on preparation, experience, and references.

The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Ed Murray, Superintendent – emurray@lopezislandschool.org, Title IX Coordinator, HR Specialist Summer Hagge – shagge@lopezislandschool.org, Section 504 Health Care Case Manager, Will Sanford, RN – wsanford@lopezislandschool.org, K-12 Counselor Jeanna Carter – jcarter@lopezislandschool.org, OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.