

Credit Recovery Facilitator

Job Description



Salary: Pay Grade 56

Reports to: Principal

Job Goals: Under the direction and supervision of the school principal, this position promotes the use of credit recovery options to support student achievement at the secondary level. The credit recovery facilitator works with students, administration, and counseling to ensure that students are scheduled in appropriate credit recovery classes and experience successful completion of coursework to obtain the course credit. The credit recovery facilitator will be considered an instructional assistant for payroll purposes and must have obtained at least a high school diploma.

QUALIFICATIONS:

1. High school diploma

PERFORMANCE RESPONSIBILITIES:

- Work with students, administration, and counseling to ensure implementation of an effective school-level credit recovery program each semester.
- Supervises students in credit recovery classes throughout the school day.
- Facilitates successful software onboarding with the credit recovery courses.
- Facilitates day to day attendance and successful completion of course work for credit.
- Communicates regularly with students, administration, counselors, parents, and teachers about the student's progress.

KNOWLEDGE/SKILLS:

- Must be able to operate a variety of equipment including computers.
- Requires the ability to manage a classroom of students with varying ability levels.
- Requires the ability to communicate effectively both orally and in writing with students, administration, counselors, teachers and parents.
- Requires the ability to explain instructions and interpret assignment expectations from the software program.
- Must possess basic high school understanding of content areas (i.e. English, math, science and social studies).
- Must have considerable ability to learn educational software.

TERM OF EMPLOYMENT: 10 Months

Temporary Grant-funded position for one school year

4 hours per day for the school year or 8 hours per day for one semester, as directed by the principal

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process instructions on the Buncombe County Schools' website: www.buncombeschools.org/hiringprocess

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