



REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION
Virtual Classroom Supervisor

Job Summary:

The Virtual Classroom Supervisor is responsible for supervising and supporting students while learning virtually. The Virtual Classroom Supervisor may use a variety of technology to answer questions or assist students working on virtual lessons provided by classroom Teachers who may be absent or unavailable.

Qualifications:

- High school degree or equivalent
- A love for and the ability and willingness to work with children of different cultures and ability levels
- Knowledge of the educational process and classroom experience (preferred)
- Training and/or experience in a variety of technology devices and applications.
- Ability to work with student and adults and to model Catholic values
- Ability to maintain confidentiality
- Organizational skills, the ability to follow directions and effective communication skills

Responsibilities/Duties:

- Maintain a structured classroom, with clear behavior expectations, that allows for all learners to succeed.
- Communicate with classroom teachers that are absent to understand the lesson being electronically provided for the students.
- Is sensitive to unique characteristics of each student.
- Complies with building and administrative procedures and schedules.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Communicate with the Assistant to the Principal (or Dean of Students) student behavior infractions needing to be addressed.
- Works cooperatively with staff.
- Follows up with the absent teacher to make them aware of any special situations and/or problems encountered.
- Upholds computer technology acceptable use policies.
- Respects personal privacy and maintains the confidentiality of privileged information.
- Take precautions to ensure staff/student safety. Does not leave students unattended.
- Supervises non-classroom duties when assigned
- Accepts personal responsibility for decisions and conduct.
- Days when there are not any teachers out and a virtual classroom supervisor is not needed, you will have a choice of taking the day off (unpaid) or coming to work and being reassigned to other building duties.
- Performs other specific job-related duties as directed.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear.

Employee Signature

Date

Administrator Signature

Date