



Saskatchewan Distance Learning Centre

Main office:

408-5th Avenue

Kenaston, SK S0G 2N0

306-252-1000

Saskatchewan Distance Learning Centre (Sask DLC) is dedicated to providing high-quality Kindergarten to Grade 12 online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

Online Learning Facilitator – Saskatchewan School Divisions

Saskatchewan Distance Learning Centre requires continuing, full and part-time Online Learning Facilitators to be placed in school divisions across the province. The positions will commence as soon as possible based on the availability of the successful candidate and/or the start of the 2024-25 school year.

Sask DLC is a newly formed Treasury Board Crown Corporation in Saskatchewan, created to deliver high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge.

Online Learning Facilitators will report directly to the Principal and subsequent staff at each school site within their assigned learning space.

At Sask DLC, we are committed to providing students with a quality online educational experience; an integral part of that being meaningful student and parent interactions. As an Online Learning Facilitator, you will work with students in an online environment and will in most cases, be the primary point of contact for our learners. We are looking to recruit individuals who seek to understand the challenges of online learning and strive to create real connections with our learners.

Online Learning Facilitator Role Description:

Communication

- Regularly communicates (call/email) with Sask DLC teachers regarding students' marks, pace, progress, issues, etc.
- Communicates with school-based administration and teachers regarding students (marks, progress, pace, classroom management, behavior/discipline, tech, issues, etc.)
- Communicates SST/learning needs of the student to Sask DLC teacher when applicable (if asked to by your school-based administrator).
- At the request of your school-based administrator, communicate to parents as needed.

Administrative Tasks

- Seeks support when needed (school staff) and advocate for students.
- Follow school-based administrator's expectations for creating DLCgo accounts/new applications, requesting courses, approving course request, course selections, drops, etc.
- Keeps student records organized/filed (i.e. files for students, timelines, marked assignments/exams, progress reports, communications, etc.).
- Take attendance for each period.

Supporting Learning

- Ensures students have necessary resources (Sask DLC materials, printables, textbooks, technology, lab supplies, etc.) as per the Resources page in each course; record and return.
- Orientates new students to classroom procedures and expectations, logging in, and how online learning works within their school.
- Supervise students and meet student academic needs to the best of your ability (i.e. clarify directions, read questions/assignments, etc.); direct them to other supports when applicable (Sask DLC teacher, admin, etc.).
- Coordinate, organize, and proctor exams.

Supporting Pace and Progress

- Update student pace/progress tool (i.e. calendar on whiteboard, Excel document)
- Monitor pace/progress/success (i.e. check Moodle logs, check grades, talk with students, talk with teachers, upcoming due dates, use auto-forwards from Moodle, etc.)

Encouragement

- Encourage students to communicate with their teachers and stay on task
- Display empathy when working with students (checking in, providing support, etc.).
- Celebrate and acknowledge success.

Work-Based Placement Supervision

- Collaborate with the PAA Program Coordinator to set up students' work-based placements; travel to placement locations and supervise as required
- Maintain accurate records of student progress at the work-based placement and provide regular reports to the PAA Program Coordinator.

Virtual Role Description

- [Inside the Sask DLC Room at KCS](#)

What We Offer:

- Compensation: Certified EA: \$22.64/hr; Uncertified EA: \$21.20/hr
- Benefits: Online Learning Facilitators receive a pension (Public Employees Pension Plan) and benefits plan (health and dental – administered by Planner).)

To Apply: Interested applicants are invited to complete an online application and include an optional resume and cover letter. The site applicants are directed to register/log in with Sask DLC at the following address: <https://saskdlc.simplification.com/WLSBLogin.aspx>

Applications will remain open until all positions are filled.

*We thank all those who apply for this position; however, only those selected for an interview will be contacted.

*The successful candidates will be required to submit a satisfactory criminal record check (vulnerable sector) as a condition of employment.