



## **Saskatchewan Distance Learning Centre**

**Main office:  
408-5<sup>th</sup> 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.

### **Substitute Online Learning Facilitator and Educational Assistants – Saskatchewan School Divisions**

Saskatchewan Distance Learning Centre requires substitute Online Learning Facilitators to be placed in high schools across the province, as well as substitute Educational Assistants at our regional campuses. The positions will commence on the date of candidate availability.

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.

Substitute Online Learning Facilitators will report directly to the Principal and subsequent staff at each high school site within their assigned learning space. Substitute Educational Assistants will report directly to the Sask DLC Campus Principal.

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 a substitute online learning facilitator or educational assistant, 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.

#### **Substitute Online Learning Facilitator and Educational Assistant Role Description:**

##### **Communication:**

- Regularly communicates (call/email) with Sask DLC teachers regarding 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.
- 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 (i.e. checking in, providing support, etc.).
- Celebrate and acknowledge success.

### **What We Offer:**

- Compensation: Certified EA: \$22.64/hr; Uncertified EA: \$21.20/hr for Substitute Online Learning Facilitators
- Substitute EAs are compensated as per CUPE 4802 Collective Agreement – Schedule A (September 1, 2023 to August 31, 2024).

**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 and create an account 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.