



## COMPREHENSIVE DISTANCE LEARNING OR HYBRID NON-INSTRUCTIONAL SUPPORT

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### Position Summary

Throughout the 2020/21 school year, Eugene School District 4J will provide services to students and families through either Comprehensive Distance Learning (CDL) or a hybrid model comprised of both CDL and face-to-face instruction. In both CDL or a hybrid model, students will engage in distance learning with limited in-person supports. This job description/classification has been created in order to support students, families and the effective delivery of quality distance education.

This new classification will focus primarily on non-instructional responsibilities. Employees may be reassigned into this classification for a limited duration throughout the 2020/21 school year.

### Supervisory Relationships

Staff assigned to the Comprehensive Distance Learning or Hybrid Non-Instructional Support position will receive work assignments and direction from their current supervisor, or if reassigned to another school/department, the supervisor for that program.

*This job description is not intended to be all-inclusive. Employee may be assigned other related duties to meet the ongoing needs of the organization.*

### Essential Functions

1. Provide services and support as appropriate to students and caregivers via email, phone and/or video conference.
2. Monitor calendar for upcoming events and deadlines to generate appropriate communication.
3. Meal preparation, delivery of grab-and-go school breakfasts/lunches, food boxes for families.
4. Gather and disburse information for parents and guardians (English and Spanish).
5. Support wrap around services to connect families with information and/or resources to connect to them with social services or health services.
6. Creation and distribution of homework packets (scanning, photo copying, etc).
7. Provide individual support for one or more students/families to maintain continuous engagement and connection with the school program.
8. Update homework list as the week progresses and send update in email to parents and students.
9. Assist in the distribution and collection of materials to students and families: technology, textbooks, homework packets, supplies, etc.
10. Contact families regarding transition between CDL and hybrid instruction assist in coordinating siblings schedules.
11. Attend parent/guardian information meetings to facilitate responding to questions.
12. Translation of learning materials to another known language.
13. Document all contacts and services to students and families.

14. Troubleshoot or research basic technology issues for students and families.
15. Serve as receptionist for the school and provide customer service to any person (student, parent, volunteer, or staff) needing support from the school's front office. This may include answering phones and greeting visitors to the office.
16. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
17. May perform tasks specific to the attendance register of students such as daily attendance, entering tardy students, parent contact of absent students, and hot lunch count to food services staff.
18. Compose school-to-home communications throughout the year, such as back to school packets, newsletters, fliers and reminders, which may include the execution of compiling, typing, editing, printing and distribution.
19. Manage system for out-of-building print orders, which includes gathering correct information for print order, maintaining paperwork to track the order, and distributing completed print orders to appropriate staff.
20. Receive, sort and distribute district and U.S. mail; arrange district and county courier deliveries.
21. Maintains regular and prompt attendance.
22. Performs other related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

1. Considerable knowledge of state, federal, and local nutritional food service regulations and ability to communicate the principles, practices, and application of institutional food service management.
2. Ability to safely operate food service preparation equipment such as mixers, food slicers, convection and deck ovens, and dishwashers.
3. Analytical skills and abilities in conducting administrative research and interpreting/communicating program policies, requirements and procedures.
4. Knowledge of and ability to communicate cost accounting and bookkeeping procedures.
5. Ability to operate standard and program-related office technology and software, including Microsoft Office Suite and Google drive. Requires strong computer and internet research skills.
6. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
7. Flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal and external stakeholders (e.g., staff, parents, students, and the general public) is required.
8. Sensitivity to handling confidential matters is required.
9. Ability to work accurately in a fast-paced environment, under tight work timelines.
10. Knowledge of and ability to communicate District policies and procedures.
11. Ability to anticipate organizational needs, and work independently without direct supervision.
12. Ability to perform work with only general direction and a statement of objectives.
13. Ability to work independently with multiple interruptions throughout the day.

### **Minimum Qualifications**

- High school diploma or equivalent.

## Working Conditions

This position works primarily in a school office or department setting.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 8
<b>Developed by</b>	Bernadette Adeniran, HR Administrator
<b>Approved by</b>	Karen Hardin, Director Human Resources
<b>Last revised</b>	10/21/20