



Building a Stronger Saskatchewan

The Government of Saskatchewan is committed to a better quality of life for Saskatchewan people, to build strong communities and strong families, and grow a stronger Saskatchewan. By sustaining growth and opportunities for Saskatchewan people, we are ensuring our economy is productive and competitive on the world stage.

Online Learning Facilitator – Prairie Spirit School Division

The Saskatchewan Distance Learning Centre requires continuing, full-time Online Learning Facilitators to be placed in high schools within Prairie Spirit School Division. The positions will commence on August 30th, 2023 or date TBD based on the academic calendar of the school division.

The Saskatchewan Distance Learning Centre 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. The SaskDLC 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. The SDLC will deliver online programming to approximately 2100 full time online students and approximately 8000 part-time students attending schools across the province.

Online Learning Facilitators will report directly to the Principal and subsequent staff at each school site within their assigned learning space. They will be supervised by a SaskDLC Campus Principal who will be assigned to the OLF positions within the Prairie Spirit School Division.

At the Saskatchewan Distance Learning Centre, 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 SaskDLC 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 SaskDLC teacher when applicable.
- 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 SaskDLCgo accounts/new applications, requesting courses, approving course request, course selections, drops, etc.
- Keeps student records organized/filed (ex. files for students, timelines, marked assignments/exams, progress reports, communications, etc).
- Take attendance for each period.

Supporting Learning

- Ensures students have necessary resources (SaskDLC 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 (ie. Clarify directions, read questions/assignments, etc); direct them to other supports when applicable (SaskDLC teacher, admin, etc)
- Coordinate, organize, and proctor exams

Supporting Pace and Progress:

- Update student pace/progress tool (ex. Calendar on whiteboard, Excel document)
- Monitor pace/progress/success (ex. 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 DLC Room at KCS](#)

What We Offer:

Compensation: Certified EA: \$22.64/hr; Uncertified EA: \$21.20/hr

Benefits: Pension and Benefits presently negotiated by SaskDLC

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 SaskDLC 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.