

**TITLE: COMPUTER ASSISTED LEARNING TUTOR**  
**SECTION: School Based, Secondary**  
**REPORTS TO: Administrative Officer or Designate**

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**#216**

## **SUMMARY**

Under the general direction of the Principal or designate, provide assistance to deliver a Computer-Managed Learning Curriculum program for students and to support, track, direct and assist students on an individual and/or group basis to maximize their learning opportunities utilizing this educational program.

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## **DUTIES**

1. Assists teacher in providing student orientation and familiarization with software and other learning resources as required.
  2. Assists teacher with academic and technical support for individual or small groups of adolescent and adult students, utilizing the computerized program and/or independent study projects, with their educational curriculum.
  3. Input and retrieve data, access computer-based measurement criteria, and maintain student records for registration, withdrawal and attendance.
  4. Assists teacher with achievement and progress results, including information of a confidential nature.
  5. Assists teacher in monitoring student attendance, encouraging and supporting regular participation in activities, and completing assignments and exercises in a timely manner.
  6. Participate as a team member in the lab setting and attend staff meetings.
  7. Assists teacher in the planning and/or supervision of field trips and seminars as required.
  8. Arrange and display promotional materials as required.
  9. Assists teacher in implementation of instructional programs for students by monitoring, observing, recording and reporting on learning, behavioral and personal patterns.
  10. Assist teacher with the supervision and management of individual or small groups of students by following the policies and procedures of Island ConnectEd and the embedded school procedures and events. This includes, but is not limited to, attendance trackers, hall passes, assessments, assemblies, and emergency procedures, drills, and protocols.
  11. Enrolls new students in Island ConnectEd using the district registrations system and ensures appropriate information is entered into the student information systems.
  12. Update contact information and personal information to maintain accurate and up-to-date student information. Rectify registration errors and updates appropriate parties of changes.
  13. Assist students in connecting with teachers and locating learning resources.
  14. Maintain classroom environment to ensure safety, cleanliness, and appropriate stock of supply. Trouble-shoot technological issues and facilitate repair tickets with appropriate school personnel.
  15. Invigilate exams for Island ConnectEd and out of district CL learning, i.e. NIDES/SIDES courses. Provide any other assistance deemed appropriate by the teacher to whom assistance is being provided.
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## **QUALIFICATIONS**

- High school graduation plus an additional two years of University academic course work or an equivalent combination of training and experience.
- Minimum one year experience in an educational setting and one year experience with computer systems.
- Excellent leadership, interpersonal and communication skills.
- Demonstrated skills in basic behaviour management.
- Demonstrated ability to establish and maintain respect for and from students.

- Ability to keep accurate records.
- Physical capability to perform the job duties.
- Ability to maintain the confidentiality of sensitive information seen or heard.

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*JE: 2014.06.09, 2015.03.26, 2015.04.20, 2023.02.28*

*Nanaimo Ladysmith Public Schools*