

High School Class Facilitator

Updated Spring 2021

To support instruction and learning within the HCC Canvas classroom. This is achieved by engaging with students to support their learning outside of the online environment. Working with curriculum to understand needs and support this by promoting access to appropriate resources and by working with HCC to focus on student success. This position is not paid.

KEY RESPONSIBILITIES

1. Act as the primary facilitator for students in accessing the Canvas classroom, interacting and engaging with students and assessing needs and acting upon them.
2. Provide support for students and offer on-site instruction as appropriate.
3. Promote and manage the use of learning resources.
4. Exam proctoring when needed.
5. Attend any necessary trainings or professional development.
6. Distribute, collect, and return HCC textbooks.
7. Collect HCC paperwork and submit to the appropriate department.
8. Disseminate HCC communication to students as requested and respond to HCC requests in a timely manner.
9. Report to HCC any areas of concern or suggest improvements.
10. Protect the privacy of the student and integrity of the course by maintaining confidentiality in all aspects of said course.