



Facilitator Duties and Responsibilities

Facilitators are on-site personnel whose job is to assist the online teacher in the day-to-day operation of the course. The role of facilitator is critical to the success of students in the virtual course.

Specific duties of the facilitator include, but are not limited to:

- Attending face-to-face facilitator training in August *or*
- Completing the online training course;
- Assisting students in obtaining necessary supplies for WV Virtual School participation;
- Troubleshooting technical problems and seeking technical assistance as needed;
- Working collaboratively with the online teacher to create an orderly classroom environment that promotes learning and maintains classroom discipline according to the school's policies;
- Encouraging students to stay on pace and seek assistance as needed;
- Proctoring examinations and other student assessments;
- Monitoring the progress of students;
- Communicating with the online teacher as needed regarding student progress;
- Communicating with the school guidance counselor(s) regarding student progress;
- Communicating with parents of WV Virtual School students to keep them informed of student progress;
- Reporting student withdrawals to the WV Virtual School registrar as soon as possible; and
- Recording student grades for WV Virtual School courses in the WVEIS data system.

Please sign an original copy of this agreement and return to the address below:

SCHOOL NAME

COUNTY

FACILITATOR NAME

FACILITATOR SIGNATURE

DATE