



Saskatchewan Distance Learning Centre

**Main office:
408-5th Avenue
Kenaston, SK S0G 2N0
306-252-1000**

Saskatchewan Distance Learning Centre (Sask DLC) provides high-quality Kindergarten to Grade 12 online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

Online Learning Facilitator – Milestone

Saskatchewan Distance Learning Centre requires an Online Learning Facilitator at Milestone School in the Prairie Valley School Division. This position is a continuing contract for six hours per day, every student contact day during the 2024-25 Sask DLC school year.

Sask DLC is a Treasury Board Crown Corporation, created to deliver high quality and equitable online learning programs to students across the province. Sask DLC's head office is in Kenaston, with an administrative office in Regina and regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge.

At Sask DLC, we are committed to providing students with a quality online educational experiences; 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 communicate (call/email) with Sask DLC Teachers regarding marks, pace, progress and issues.
- Communicate with school-based administration and teachers regarding students (marks, progress, pace, classroom management, behavior/discipline, tech, issues)
- Communicate SST/learning needs of the student to Sask DLC teacher, when applicable (if asked to by your school-based administrator).
- At the request of your school-based administrator, communicate to parents as needed.

Administrative Tasks:

- Seek support when needed (school staff) and advocate for students
- Follow school-based administrator's expectations for creating Sask DLCgo accounts/new applications, requesting courses, approving course request, course selections, drops, etc.
- Keep student records organized/filed (e.g., files for students, timelines, marked assignments/exams, progress reports, communications).
- Take attendance for each period.

Support Learning:

- Ensure students have necessary resources (Sask DLC materials, printables, textbooks, technology, lab supplies) as per the Resources page in each course; record and return.
- Orientate 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 (e.g., clarify directions, read questions/assignments); direct them to other supports when applicable (Sask DLC teacher, administration)
- Coordinate, organize, and proctor exams

Support Pace and Progress:

- Update student pace/progress tool (e.g., calendar on whiteboard, Excel document)
- Monitor pace/progress/success (e.g., Check Moodle logs, check grades, talk with students, talk with teachers, upcoming due dates, use auto-forwards from Moodle)

Encouragement:

- Encourage students to communicate with their teachers and stay on task
- Display empathy when working with students (checking in, providing support)
- Celebrate and acknowledge success.

Work-Based Placement Supervision:

- Collaborate with the PAA Program Coordinator to set up students' work-based placements; travels to placement locations and supervise, as required
- Maintain accurate record of student progress at the work-based placement and provide regular reports to the PAA Program Coordinator.

Virtual Role Description

- [Inside the Sask DLC Room at KCS](#)

What We Offer:

- Salary and benefits for this position will be in accordance with the current Collective Agreement of CUPE Local 4802. Sask DLC is presently negotiating a new Collective Agreement for CUPE Local 5544.
- A generous benefits package includes pension (Public Employees Pension Plan) and health and dental benefits (administered by Plannera).

Interested applicants are invited to complete an online application and include a resume and cover letter.

Applicants can register/log-in with Sask DLC and create an account at the following address:

<https://saskdlc.simplication.com/WLSBLogin.aspx>

Any questions regarding this position can be directed to: humanresources@saskDLC.ca

This position will remain open until filled.

*We thank all those who apply for this position; however, only those selected for an interview will be contacted.

*The successful candidate will be required to submit a satisfactory criminal record check and vulnerable sector search as a condition of employment.