

Roles and Responsibilities for Classroom Proctors

SUPERVISION

- Direct the classroom/learning lab where students work online: record attendance for the school, monitor behavior and provide support and guidance so students make productive use of their work time.
- Proctor exams and tests.
- Document absences, snow days, schedule changes for online teacher.
- Ensure student safety and order in the classroom.
- Provide discipline according to school policies.
- Coach and praise effort.
- Monitor daily course activity by observation and review of course tools.
- Support and enforce policies for the online learning environment including those for communication, assignment submission, and test taking
- Support the instructional pace as prescribed by the online teacher.
- Assist with modifications to pacing guide to conform to building schedule.
- Communicate daily with both students and teacher via the courseware messaging system to model appropriate online activity and behavior.

TECHNICAL SUPPORT

- Demonstrate and teach students how to use courseware following Classroom Proctor Training.
- Guide students through online orientation materials.
- Assure that students can access course materials each day.
- Assist with technical issues related to laptop, network, or Internet connections within the classroom/building.
- Contact building-level technical support person if problems cannot be resolved.
- Contact Class.com toll-free customer support as necessary.

COMMUNICATION

- Ensure that students are enrolled in the appropriate course sections. Assist with registration, enrollment, and documentation.
- Communicate directly with online teacher about special circumstances and student needs.
- Review progress reports and communicate directly with students at the direction of the online teacher.
- Provide regular updates about student performance to program coordinators, administrators, course instructor, and parents as required/desired.
- Facilitate parent-teacher communication and conferences.
- Ensure final course grades are delivered to school/district grade reporting system.

INSTRUCTION

- Provide support to learning without providing direct instruction in math or Algebra. Math certification is not required.
- Teacher basic computer skills, use of course tools, and course navigation.