



## **Remote Learning IT Assistant**

### **Accountability**

The Remote Learning IT Assistant takes direction daily from, and is formally supervised by, the Director of Technology.

### **Nature of the Position**

The individual in this full-time school-year-only (plus 10 days) position will duplicate content produced by teachers from Google Classroom into another Virtual Learning environment that can be used by international students.

### **Job Requirements**

This position requires a person who will:

- Work diligently with excellent attention to detail
- Communicate effectively orally and in writing
- Organize and prioritize up to 250 items for conversion each day
- Exercise mature judgment, and work both independently and cooperatively
- Possess the technological preparation and skill to perform or learn the functions of multiple Virtual Learning environments

### **Performance Responsibilities**

Responsibilities include but are not limited to:

- Copying Google Classroom content into another virtual learning environment
- Ensuring all source files are converted properly in the required format
- Troubleshooting and researching content access issues
- Meeting daily deadlines with quick turnaround
- Providing technical support to residential student support staff
- Performing other duties as assigned

### **Qualifications**

- 1-2 years college attendance preferred
- Current Criminal History Records Check (CHRC) certificate required (per Maine law)

### **Work Schedule**

- Weekly: Monday through Friday, 8am to 4pm
- Annual: School year only plus 10 days

### **Required Application Process**

All those interested in applying must submit:

School application form for Non-Instructional Staff

Available for download at [www.thorntonacademy.org/careers](http://www.thorntonacademy.org/careers)

Letter of interest

Transcript of any college coursework (if available)

Documentation of current CHRC certification

List of three professional references including contact information

### **For submission:**

All materials should be submitted electronically to [susan.tarver@thorntonacademy.org](mailto:susan.tarver@thorntonacademy.org). Please note "Application: Remote Learning IT Assistant" in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.