Fast Forward Facilitator

**Reports to:** Principal  
**Supervises:** None  
**Term of Employment:** 10 months  
**Salary:** Teacher Assistant Scale  
**FLSA Exempt/Non-Exempt:** Non-Exempt

**Qualifications:**  
- No Child Left Behind “Qualified” status for teacher assistants

**Essential Job Functions:**  
- Fully implements all aspects of the math and reading programs to support student achievement  
- Assists students using software and equipment  
- Plans instruction that correlates with the individual student’s needs or as requested by the classroom teacher  
- Makes regular contact with classroom teachers to keep lines of communication open concerning students’ progress  
- Demonstrates and teaches proper ethical computer and lab use  
- Oversees the working operation of the computers and related peripherals  
- Performs troubleshooting functions  
- Maintains accurate and up-to-date management records of all students’ progress  
- Works with students one-on-one in the computer lab  
- Performs other duties and responsibilities as assigned by principal or supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions