



May 3, 2018

## **External Posting**

### ***GEDO2 / Clinton Connect Online Learning Coordinator***

The Clinton Community School District has an opening for a full-time (1.0 FTE) learning coordinator who will oversee our GED Option 2 and Clinton Connect programs beginning with the 2018-19 school year. Clinton Community School District has expanded our online learning options and has been approved to offer a GED Option 2 program to at-risk students for the 2018-19 school year, in addition to our Clinton Connect Online Program. Applications will only be accepted via WECAN (#32047) and must include the application, an online cover letter, a current resume, three letters of reference, and a list of 3-5 other references. A certified teaching license is not required for this position.

The successful candidate will serve as the liaison between the school, virtual instructor, mentor, student and family for the Clinton Connect program and advocate on behalf of students in order to best meet their needs. Responsibilities include, but are not limited to providing daily support, monitoring and providing feedback to students, facilitate meetings, and sending progress reports to students, parents and the virtual instructor. Within the GED Option 2 program, the successful candidate will be working face-to-face with at-risk students and monitoring their progress towards academic and employment proficiency in order to take the GED at an offsite location.

Candidates must possess a strong work ethic, excellent written and verbal communication skills, the ability to provide a safe, respectful learning environment to motivate and challenge students to be their best. Preferred candidates will have experience in an alternative educational setting and proficiency within the Google platform (gmail, google docs), online learning software, and eduClimber.

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#### **DISTRICT OFFICE**

112 Milwaukee Road  
P.O. Box 566  
Clinton, WI 53525  
608.676.5482

#### **ELEMENTARY SCHOOL**

301 East Street  
P.O. Box 70  
Clinton, WI 53525  
608.676.2211

#### **MIDDLE SCHOOL**

115 Milwaukee Road  
P.O. Box 559  
Clinton, WI 53525  
608.676.2275

#### **HIGH SCHOOL**

112 Milwaukee Road  
P.O. Box 566  
Clinton, WI 53525  
608.676.2223