



JOB DESCRIPTION

JOB TITLE	Assistant, E-Learning
JOB LEVEL	C
DEPARTMENT	Learning Support Services
SUPERVISOR	Office Supervisor, Learning Support Services Learning Supervisor, Learning Support Services

POSITION SUMMARY

The Assistant, E-Learning provides administrative support to the Thames Valley District Virtual Academy (TVDVA) and the Boards blended learning programs. This position processes the registration of all students enrolling in e-learning courses as well as completing all administrative tasks associated with the Board's e-learning courses. The role also creates and maintains student and staff user accounts in the e-learning platforms.

DUTIES AND RESPONSIBILITIES

- Update and maintain student database (Trillium) with information such as student demographic and enrolment data, creating e-learning courses in assigned Secondary Schools, assigning Teachers to each e-learning course, and scheduling e-learning courses in student timetables.
- Troubleshoot difficulties with the student information system (Trillium) and liaise with appropriate school or Board staff.
- Verify and ensure accurate data entries for the purpose of Board enrolment and Ministry/OnSIS reporting.
- Manage all user accounts for students and teachers in the Board's e-learning platform (D2L). This includes creating accounts, enrolling students in appropriate courses, activating courses and adding Ministry content for teachers.
- Troubleshoot and provide technical support for all users of the e-learning platform, supporting login assistance, course management, and monitoring continuous additions and removals to courses.
- Manage data in the student information system supporting the Ontario E-Learning Consortium (SSeS). This includes communicating with the Consortium Coordinator, uploading student information from the Board's database (Trillium), maintain user accounts, updating course offerings, updating exam information, creating reports and troubleshooting technical errors.
- Supports Synervice/School Connects messages for e-learning. This includes, ensuring daily attendance is taken, updating addresses, sending out attendance communications to students, parents and Guidance Counsellors.
- Answer and respond to correspondence from students, parents via the e-Learning email account.
- Organize meetings and events including room booking, materials preparation, room

set-up, audio visual bookings and refreshments.

- Take and distribute meeting minutes.
- Respond to inquiries, communicate direction on behalf of Supervisor and take action or redirect as necessary.
- Provide assistance with e-Learning projects as directed by the Supervisor

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

One and one-half years of related work experience is required.