



JOB DESCRIPTION

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

POSITION SUMMARY

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

DUTIES AND RESPONSIBILITIES

- Update, maintain, and verify database data including student information, demographics, enrolment, eLearning courses, reporting;
- Create eLearning courses within the system; assign educators to eLearning courses;
- Update, produce, and process transcripts and requests;
- Meet and maintain ongoing enrolment guidelines and reporting requirements;
- Process student report cards; provide timely direction and instructions to Board staff for the processing of eLearning report cards;
- Upload student data to college and university application systems, adhering to submission timelines;
- Manage all user accounts for students and teachers in the Board's eLearning platform, including 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 eLearning platform, supporting login assistance, course management, and monitoring continuous additions and removals to courses, liaising with appropriate Board staff;
- Support eLearning software platform. This includes accessing and responding to messages, ensuring daily attendance is taken, updating addresses, and sending out attendance communications to students, parents, and Guidance Counsellors;
- 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 eLearning projects as directed by the Supervisor.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

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