


Administrative Procedure Supervision of Online Learning Facilitators	
	Department: Corporate Services
	Approved by: Leadership Council
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	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i>
	Internal References <ul style="list-style-type: none"> • N/A

Purpose

- This administrative procedure outlines a framework for supervising and supporting online learning facilitators working in schools across the province. This procedure aims to ensure the effective and consistent support of online learning facilitators to maintain high-quality educational experiences for students.

Scope

- This procedure applies to all online learning facilitators employed by Saskatchewan Distance Learning Centre (Sask DLC) supporting students in schools accessing courses through Sask DLC. It governs the roles, responsibilities and expectations related to their supervision and reporting structure.

Policy Statement

- The presence of online learning facilitators is essential to optimize the learning experience of online learning students enrolled in the courses with Sask DLC. To maintain accountability and ensure effectiveness, online learning facilitators will report to their respective campus principals and school principals of the host schools where they are primarily assigned.
- Campus principals and school principals should establish effective communication channels to discuss any urgent matters or concerns related to online learning facilitators.

Roles and Responsibilities:

1. Online Learning Facilitators:
 - a. Support online learning students in alignment with Sask DLC’s policies and procedures.
 - b. Regularly meet with campus and school principals to discuss progress and challenges.
 - c. Engage in continuous professional development to enhance skills and knowledge.

- d. Report concerns or issues related to online learning promptly to their principals.
2. Campus Principals:
- a. Overall supervision and management of online learning facilitators.
 - b. Coordinate with school principals to ensure consistent support for online learning facilitators assigned to their schools.
 - c. Establish effective communication channels with the school principal for the online learning facilitator assigned to their school. This includes regular meetings, email updates and phone conversations.
 - d. Conduct annual performance appraisals and provide feedback to online learning facilitators.
3. School Principals:
- a. Collaborate with campus administrators to ensure effective channels of communications are established for online learning facilitators.
 - b. Establish effective communication channels with the campus principal for the online learning facilitator assigned to their school. This includes regular meetings, email updates and phone conversations.

Definitions:

- 1. SaskDLC Campus Principal: The administrative head of Sask DLC campus.
- 2. School Principal: The administrative head of a school where online learning facilitators are assigned to.