

ICN Room Supervisor
Job Description

Immediate Supervisor: Secondary Principal

Qualifications:

1. Must be able to pass a physical examination as required by the board of education every three years.
2. Must be a high school graduate or G.E.D.

The duties of the ICN monitor include:

1. Open and lock the ICN room as deemed necessary by the administration.
2. Handle faxed and/or mailed materials sent between the students' and instructor.
3. Monitor students for proper behavior and attendance. Report problems to the administration.
4. Supervise test-taking and other student work as directed by the originating site instructor.
5. Serve as a liaison between Farragut Community School District and the host site.
6. Start-up and shut down the ICN room equipment properly.
7. Provide trouble-shooting assistance or seek assistance from IPTV or administration.
8. Post information regarding ICN room opportunities approved by the administration.
9. Report any vandalism or damage immediately to the administration.
10. Report equipment failure to the administration immediately.
11. Knowledgeable on use of ICN peripherals, i.e., computer, printer, microphones (all types), fax machine, touch screen, etc.

Revised by the Farragut Board of Directors July 10, 2006