

WARREN COUNTY SCHOOL DISTRICT
CYBER SCHOOL PROGRAM STUDENT LIAISON
JOB DESCRIPTION

A. GENERAL RESPONSIBILITIES

The function of the Cyber School Program (CSP) Liaison is to serve as the primary contact between the school and the CSP student's family and the student. The CSP Liaison works under the coordination of the District On-Line Coordinator and is evaluated by the Director of Secondary Education.

B. SPECIFIC RESPONSIBILITIES

1. Monitor each student's attendance and report problems to the principal.
2. Monitor each student's academic work and progress; assist students needing occasional tutoring or refer the student to the principal.
3. Consult with the IU5 Cyber Services staff as needed.
4. Keep students and parents advised of athletic and extracurricular activities, school social activities, field trips, and academic opportunities. Facilitate CSP student involvement in such activities.
5. Proctor student's cyber course tests or arrange for proctoring.

C. DUTIES

1. Meet regularly with the principal.
2. Maintain regular contact with the student and/or parent.
3. Cooperate with and seek advice from the District On-Line Coordinator.