

Job Title:	<b>TEACHER – Online</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Provides support to the instructional process by serving as a teacher with specific responsibility for developing students' success in academics, interpersonal skills and activities of daily living; supervising students within the online classroom and other assigned areas; developing lesson plans and delivering group or individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or on line classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Accurately demonstrate knowledge of the content area and approved curriculum.
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Demonstrates and differentiates methods required to perform online classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective online classroom program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal online learning environment.
- Monitors students in a variety of educational environments (e.g. online classroom, virtual small group) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive online learning environment and adhering to state law and board policies.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs
- Demonstrated ability to motivate youth to work to meet high expectations

- Proven effective online classroom instructional and management skills
- Experience with personalized student advising and motivation skills
- Exceptional interpersonal and communication skills with students and parents, written and oral
- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels
- Positive experience in working closely with parent and/or community groups
- Willingness to go “above and beyond” to support students in achieving academic goals
- Commitment to continued personal and professional growth
- Willing attitude to be a part of the school team; strong sense of professionalism skills
- Management and organizational ability, common sense, motivation, positive attitude
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.
- Ability to maintain online classroom control and a productive online learning environment/climate.

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Bachelor’s degree from an accredited college or university.
- A valid Arizona Teacher Certification
- Demonstrated experience and knowledge of the content area and approved curriculum.
- Effective communication, collaboration, and interpersonal skills for building an environment with common instructional focus, promoting initiatives, and conveying expectations

**Computer Proficiency:** Google Suite, Learning Management System (LMS)

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*