



TITLE/POSITION Aspire DV Online Addenda

SUPERVISOR Director of Online and Virtual Programs

EVALUATION Performance is to be evaluated by Director of Online and Virtual Programs

CERTIFICATION REQUIREMENTS Properly Certified

ADDITIONAL REQUIREMENTS Experience with Canvas. Use feedback to update course each semester to continuously improve quality. Ability to meet in-person requirements. Participation in professional development activities and proctoring finals. Exhibit a high level of collaboration & initiative with program and team.

QUALIFICATIONS Ability to express oneself clearly and professionally; ability to build relationships; ability to use a systematic, sequential approach and anticipate implications and take appropriate actions; ability to effectively apply technical knowledge, and keep informed about cutting-edge technology related to online teaching and learning; ability to take initiative; ability to embody a can-do personality; ability to adapt to change; student centered.

TERMS OF ADDENDA Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

ADDENDA TYPE **SELECT ONE** Flat Rate Per Diem Formula **NOTES:** \$100 minimum per class, per semester; \$100 per student, per semester. Examples: Class A has 3 students = \$400; Class B has 6 students = \$700; Class C has 30 students = \$3,100

ITEMS REQUIRED AT THE START OF PROGRAM

DUE DATE: 3 weeks before courses start

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

- ***District Teacher Handbook****
- Plan for required evaluator meetings and review standards in MyLearningPlan
- Personalize course with recorded video unit/module introductions
- Provide a printable calendar with all due dates & in-person opportunities
- Send three welcome emails with welcome teacher video to families. Link to website
- Attend required professional development in the fall and spring. No PD in summer
- Create syllabus and provide course expectations

- Schedule proctoring time for in-person assessment / exams if applicable
- Plan on proctoring one day during each of the finals window <10 total students
E.g., three sections with a combined total of 8 students, proctor one day
- Plan on proctoring two days during each of the finals window 11-30 students
E.g., five sections with a combined total of 25 students, proctor two days
- Plan on proctoring three days during each of the finals window >30 students
E.g., two sections with a combined total of 42 students, proctor three days

ITEMS REQUIRED AFTER THE START OF PROGRAM

DUE DATE: Day before online courses start

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

- Attend required Open House on the first day of every term in addition to in-person
- Schedule video conference opportunities based on student count
- Schedule and post one video conference session <10 total students
E.g., host an online lecture or discussion
- E.g., host guest speaker or field trip when in-person is appropriate
- E.g., host a review session or test correction opportunity
- Schedule and post two video sessions 11-20 total students

- Schedule and post three video sessions 21-30 total students
- Schedule and post four video sessions >31 total students
- Read all IEP and 504 accommodations. Alert program staff with any concerns
- Follow DVUSD and Aspire policies & procedures
- Plan for student voice and guest speakers
- Review course to ensure format and visual design is user-friendly (all links work)
- Ensure all assignments and accompanying rubrics are present and aligned

ITEMS REQUIRED AT COMPLETION OF PROGRAM

DUE DATE: Before finals window

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

- Meet with your assigned mentor fall and spring terms
- Participate in discussion boards at least every week
- Post grades in Canvas and push to Powerschool with appropriate feedback each week
- Utilize Dropout Detective to identify inactive or struggling students. Activate alerts.
- Provide positive messages/feedback to all students and parents
- Transfer key program information from the website and Staff Newsletter in courses
- A minimum of 3 student impressions per student per week is required

- Respond to student questions within 24 hours or less
- Grade assignments within 72 hours or less
- Maintain instructional delivery. Review online teacher evaluation standards
- Save all communications (email, Canvas messages) and grades for 2 years
- Forward inappropriate emails, student submissions, or concerns to manager for support
- Communicate to students that completion of the MyHours log is a requirement
- Meet all requirements of the program. Notify staff if you cannot fulfill your contract

COMPLETION OF ADDENDA **SUPERVISOR SIGNATURE** _____ **DATE** _____