



Deer Valley Online Learning Program Online Middle School Teacher Addenda Job Description

TITLE/POSITION: Deer Valley Online Learning Program Teacher
SUPERVISOR: Manager of Instructional Tech & Innovative Programs
EVALUATION: Performance is to be evaluated annually by Manager of Instructional Technology.

CERTIFICATION REQUIREMENTS: Highly qualified in subject area
ADDITIONAL REQUIREMENTS: Experience with DVUSD's learning management system (LMS), Canvas. Knowledge of online media application, integration and dissemination techniques and methods. Schedule at least two face-to-face meetings with students a semester. Exhibit a high level of collaboration, initiative, attention to detail, analytical thinking, organization, creativity and flexibility and meets all due dates. Use feedback to update course(s) each semester to continuously improve quality. Participating in professional development activities.

TERMS OF ADDENDA: Extra-duty employment is on an annual basis. Remuneration is per the Board-approved schedule. The program manager has the right to recommend a pro-rated extra-duty stipend based on completion of extra-duty responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated based on actual days completed.

Items required before the start of addenda

1. Schedule and plan for professional development and program meetings.

Due Date: 1 week before addenda starts

EMPLOYEE SIGNATURE: _____
SUPERVISOR SIGNATURE: _____

Items required after start of addenda

Due Date: Day before Deer Valley Online Learning Program starts

1. Schedule at least 1 face-to-face opportunity with the student and family.
2. Schedule and upload 1 guest speaker video clip (2-4 mins.) to include in an assignment or as a discussion post starter.
3. Plan for student voice throughout the course.
4. Plan to engage in your discussion boards at least every two weeks (opportunity to increase depth of knowledge and SAMR).
5. Send 3 welcome emails with welcome teacher **video** to families.
6. Personalize course with recorded video unit/module introductions and record audio directions on all pages.
7. Personalize home page with title, course picture, teacher picture, teacher welcome video, in-person office hours, contact information, important program dates (finals), etc.
8. Review course to ensure format and visual design is user-friendly (all links work).
9. Ensure **all** assignments and accompanying rubrics are present and aligned.
10. Create syllabus and provide course expectations.
11. Reset due dates and schedule announcements and utilize "delay posting" feature
12. Assign due dates to 1-2 times a week to keep flexibility within the week.
13. Read all IEP and 504 accommodations.
14. Follow DVUSD and Deer Valley Online Learning Program policies &

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procedures.

EMPLOYEE SIGNATURE: _____

SUPERVISORY SIGNATURE: _____

**Items required prior to completion of
addenda**

**Due Date: Before
finals window**

2. Required login to your classes at least every three days.
3. A minimum of 3 student impressions per student per week is required (inbox message, announcement, discussion board, grade book feedback, etc.).
4. Required participation in discussion boards at least every two week.
5. Required to post grades in Canvas and push to Powerschool with appropriate feedback each week (before sports eligibility reports are pulled).
6. Utilize Dropout Detective to identify inactive or struggling students throughout the semester by using the “activating advisor alert” feature.
7. Notify homeroom teachers, gifted services, and school administrators, of any inactive or struggling students.
8. Report performance updates to DV Online Learning Program manager and the Gifted Coordinator and all other stakeholders every month.
9. Provide positive messages/feedback to all students and parents.
10. Maintain roster management throughout the semester.
11. Turn on Canvas notifications and respond to student questions within 24 hours or less. Grade assignments within 72 hours or less.
12. Maintain instructional delivery (clear objectives, goals, directions, rubrics, DOK, SAMR, media, content mastery, samples, etc.).
13. Ensure all student/parent communication is proactive, professional and personal.
14. Save all communications (email, Canvas messages) and grades for **2 years**.
15. Communicate failing grades to families well in advance.
16. Forward inappropriate emails to manager for support.
17. Communicate to students that completion of the eslog is a requirement.
18. Meet all deadlines. Notify staff if you cannot fulfill your contract.

EMPLOYEE SIGNATURE: _____

SUPERVISORY SIGNATURE: _____



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Deer Valley Unified School District #97 2017/2018

Request for Addendum to Employment Contract • Deer Valley Online Learning Program Online Teacher

Employee Name:	_____	Emp ID # :	_____
Addenda Duties:	_____	School:	_____
Duties Begin:	_____	Duties End:	_____
Funding Source:	_____	Amount:	_____
Authorized Signature:	_____	Date:	_____

Employee Acceptance

This addendum will be paid **AFTER APPROVAL** at an official Governing Board Meeting.

This amount is to be paid as marked below: **(Check one)**

- In accordance with regular contract. **(21 or 26 method of pay)**
- One payment at the end of the School Year after Balance of Contract **Not applicable to 12 month Employees.**
- One payment following completion of addenda duties.
- Equal payments during Addenda duties. **Begins:** _____ **Ends:** _____

Employee Signature: _____ Date: _____

ADDENDA RESPONSIBILITIES/ EXPECTED OUTCOMES*

Teachers must fulfill the required responsibilities and participation of listed events. In addition to these responsibilities, teachers will need to participate in the following events and activities:

School Level:

- Invite online students/families to school events (back-to-school night, parent conferences, etc.)

District Level:

- Proctor in-person final exams each semester.

**Manager approval required*

Should any deficiencies of responsibilities be identified as part of the assessment of duties, a 5% reduction of the total payout may be applied.

I have read and understood the duties and responsibilities that are related to this contract.

Employee Signature: _____ Date: _____

Admin Approval: _____	Date: _____
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PAYROLL USE ONLY:

Approved by the Governing Board on: _____ Begins on Voucher: _____

Budget Approval: _____

Jeannette I. Vega, District Manager Payroll and Employee Benefits

Begins on Voucher: _____