



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: Summer Middle School Instructor

Position Type: <b>Certified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Certified</b>	Location: <b>District Office</b>
Reports to: <b>Instructional Tech Manager</b>	
Term of Employment: <b>Addenda</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>April 30, 2015</b>

### **POSITION SUMMARY:**

Under the supervision of the Manager of Online Systems and Technology, the Summer Middle School Instructor is responsible for the academic success of students taking a hybrid credit-recovery course. An unconditional commitment to the success of students is mandatory. The Summer Middle School Instructor will support student success by all means that are necessary, appropriate, and available.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Teaches from DVUSD approved curriculum in accordance with assigned course schedule.
- Motivates students to actively participate in all aspects of the educational process, including but not limited to, threaded class discussions, outside assignments/projects, research, enrichment activities, etc.
- Maintains online asynchronous communication with students (and synchronous if appropriate) in online discussions, to assist them in achieving completion objectives.
- Responds in a clear and well-expressed manner to student questions and inquiries within twenty-four hours.

- Provides regular, accurate, and timely student-specific assistance, feedback, and support to students relative to their performance.
- Keeps archives of student work and correspondence (if necessary), and maintains and reports student participation, and evaluates/grades student performance and assessments as appropriate.
- Communicates with students, parents, and eSchool administration by email and telephone as needed.
- Openly communicates with eSchool administration regarding course and student-related problems and concerns.
- Plans, prepares, and implements instructional activities that actively engage students in meaningful learning experiences.
- Identifies, selects, creates, and modifies instructional resources to meet the needs of students with varying backgrounds, abilities, and needs.
- Ensures that student growth and achievement is continuous and appropriate to the grade level/subject.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Must be highly knowledgeable about the curriculum for the specific course that they are assigned to teach and maintain expertise in the district curriculum and the state standards.
- Demonstrates the ability to motivate students in a distance learning environment and the willingness to be flexible and help them become self-disciplined and effective time managers is required.
- Responds to student questions within twenty-four hours and provides feedback on assignments within 72 hours of the due date.
- Actively monitors and tracks individual student progress and provide mediation and direction as needed.
- Must be computer proficient so they can focus on student learning rather than the tools of instruction.
- Must have patience and an aptitude for technical troubleshooting.
- Must have excellent written communication skills.
- Knowledge of Microsoft Office, Learning Management Systems, and internet-based applications.

- Must have an understanding of or an experience with curriculum design and best practices in instructional strategies.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Demonstrates professionalism in attitude and behaviors.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Online teaching experience required.
- Successful Summer Middle School Instructor experience preferred.
- Experience with Blackboard or comparable LMS is required.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*