



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

JOB TITLE **Aspire, Deer Valley's Online Academy K-12 Teacher**

Position Type: <b>Certified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Certified</b>	Location: <b>Innovation Center (Position is required to report to in-person work, as directed by supervisor)</b>
Reports to: <b>Director of Online and Virtual Programming</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day, Evening</b>
Approved By: <b>Human Resources</b>	Date: <b>January 2, 2022</b>

### **POSITION SUMMARY:**

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

*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:**

- Collaborates with stakeholders to manage course goals, curriculum, and materials that enhance the learning experience.
- Hosts live synchronous virtual classes that promote a distraction free and positive learning environment.
- Analyzes student data to prescribe remediation and enrichment as needed.
- Communicates course milestones with students and parents/guardians.
- Informs students about accessibility of all technologies required for the course.
- Implements research based instructional strategies via the online platform (or virtual classroom) and in person that stimulate learning and increase student engagement and follow the pacing and scope and sequence of their brick and mortar counterparts.
- Introduces students to the purpose, navigation and structure of course including instructions on how to get started and where to find various components.
- Maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
- Maintains and or retrieves accurate student records to include academic

progress and ensure student compliance with entering weekly online attendance.

- Participates in course building, course maintenance, or other related activities.
- Actively participates in Professional Learning Communities (PLCs).
- Provides in person instruction and intervention, as scheduled or directed.
- Provides in person opportunities to enrich state standards (ex: field trips, speakers, etc.)
- Supports the district and online programs in implementing effective online teaching strategies
- Utilize district adopted resources and creates instructional resources to meet the varying needs of learners.
- Systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provides timely feedback to both students and parents throughout the school year.
- Build relationships in the online learning environment to ensure students feel emotionally connected and subsequently, connected to the content - everyday.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.
- Documents parent communication utilizing approved platforms.
- Maintains and creates curriculum modifications in online courses as assigned (e.g., current event trends).
- Provides accommodations for students with 504s and IEPs.
- Provide in person instruction and interventions
- Provides personalized, asynchronous video content in the online learning environment to build relationships and provide content.
- Provide synchronous instruction via video conferencing (Virtual Class Meetings) following grade level guidelines as directed by Administration
- Participates in a variety of meetings whether in person or online, professional development, and other meetings (e.g., district, staff, departmental, parent nights, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Reports health and safety issues online or in-person to assigned administrators and appropriate agencies (e.g., suspected child or substance abuse, inappropriate social behavior, etc.) for the purpose of maintaining student's personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to emergency situations (online or in-person) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

#### **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.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates any assigned paraprofessionals or aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.

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

- Ability to work effectively under time constraints.
- Actively monitors and tracks individual student progress and provides mediation and direction as needed.
- 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 management is required.
- 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.
- Demonstrates professionalism in attitude and behaviors.
- Must be able to work independently with minimal supervision and/or assistance.
- Must be computer proficient so they can focus on student learning rather than the tools of instruction.
- Must be detailed-oriented and self-motivated.
- Must be highly knowledgeable about the curriculum for the specific course that they are assigned to facilitate and maintain expertise in the district curriculum and the state standards.
- Must be organized with the ability to multitask.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must feel comfortable working in a student-centered setting and utilize effective techniques for this environment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have excellent memory and ability to function well under stress.
- Must have knowledge of Microsoft Office, Google Products, Canvas Learning Management System, and internet-based applications.
- Must have patience and an aptitude for technical troubleshooting.
- Must maintain a well-groomed appearance and follow DVUSD Dress Code.
- Responds to student questions within twenty-four hours and provides feedback on assignments within 72 hours of the due date.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must attain SEI endorsement as required by Deer Valley Unified School District within one year of employment.
- 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 and be properly certified.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree (BA) from a four-year college or university.
- Preferred:
  - Experience working in a virtual environment.
  - Ability to quickly learn new technologies and tools.
  - Experience teaching online (virtual) and/or in a brick-and-mortar environment.
  - Familiar with Canvas Learning Management System or other online platforms.

### **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 speak effectively before groups of customers or employees of the organization.
- Demonstrates the ability to write routine reports or correspondence.

### **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.*