



JOB DESCRIPTION

JOB TITLE: Teacher (Online Teacher)

Position Type: <b>Certified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Certified</b>	Location: <b>Deer Valley Online Learning Program</b>
Reports to: <b>Manager of Instructional Technology &amp; Innovative Programs</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day, Evening &amp; Weekends</b>
Approved By: <b>Human Resources</b>	Date: <b>May 24, 2018</b>

**POSITION SUMMARY:**

To use leadership, supervisory and administrative skills so as to promote the educational development of each student.

*The job of the Deer Valley Online Teacher is to provide support to the instructional process by serving as an online instructor with specific responsibilities for developing student success in academics (e.g., language arts, math, etc.) or skills; monitoring student engagement and progress in online courses; updating courses as needed and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers (leading PD), other professional staff, and administrators in addressing instructional and/or classroom issues; collaborating with business partners; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. This position reports to an office 3 days a week with 2 work days remote. This position will require traveling to different schools with evening in-person facilitation responsibilities. There is an expectation to respond to student questions during evenings and weekends.*

**ESSENTIAL FUNCTIONS:**

**Preparation and Course Logistics:**

- Send welcome messages to students and families.
- Course format and visual design is user-friendly and aesthetically pleasing.
- Introduces students to the purpose, navigation and structure of course including instructions on how to get started and where to find various components.

- Maintains and or retrieves accurate student records to include academic progress and ensure student compliance with entering weekly online attendance (eslog)
- Informs students about accessibility of all technologies required for the course.
- Establishes course milestones and communicates these milestones with students and parents/guardians.
- Uses best practices for online teaching: Uses a syllabus, welcomes students, high instructor presence and communication, clear grading and feedback, rubrics, actively participates and facilitates discussions and groups, uses data to ensure student retention, demonstrates a high level of technical skills and uses help resources as needed (e.g., Canvas support, Canvas Community, DVUSD help desk, etc.)

**Course Facilitation:**

- Uses clear goals and objectives for each unit/module.
- Teaches content from approved curriculum in accordance with assigned schedule
- Monitors and motivates students relative to progress for assigned course work
- Provide in-person instruction at school sites as appropriate
- Implements best practices and strategies in online instruction to advance and improve student performance
- Maintains and creates curriculum modifications in courses as needed (e.g., current trends)
- Administers subject specific assessments and test for the purpose of assessing the level of students' competencies
- Assesses student progress toward objectives, expectations, and/or goals for the purpose of providing feedback to students, parent and administration
- Demonstrates pedagogical approaches that engage learners for the purpose of providing an effective program that addresses individual student requirements
- Differentiates classroom work for the purpose of providing students with instructional materials that address individualized learning within established lesson plans/units/modules.
- Provides accommodations for students with 504s and IEPs
- Directs student teachers, instructional assistants, volunteers, visitors and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs student 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 learning environment.

**Communication:**

- Motivates students to actively participate in all aspects of the online educational process
- Maintains communication with students and parents to support instruction
- Apprises students, parents and home school personnel (e.g., counselors) student academic performance
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment
- Responds to inquiries from a variety of sources (e.g., other teachers, parents, administrators, staff, etc.) for the purpose of resolving issues, providing information and/or direction.

**Professionalism:**

- Utilizes, maintains and stay current with the knowledge and skills of the online learning management system, resources and student information system
- Participates in professional development activities for the purpose of improving online instruction and program delivery
- Works collaboratively with other online teachers to ensure that all students are successfully progressing through the program, that that parents have a primary point of contact, and that team tasks are appropriately distributed among team teachers
- Works in a flexible schedule, as approved/directed by the program Manager
- Proctoring state assessments and final exams
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources (e.g., connecting with professionals/businesses/organizations) for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan
- Counsels students or refers student to appropriate school personnel for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Monitors students in a variety of educational environments (e.g., classroom, campus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings (e.g., district, staff, departmental, parent nights, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Participates in PLC team for the purpose of reviewing data and instructional practices. Prepares a variety of written materials (e.g., grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.

- Reports health and safety issues online or in-person to assigned administrator and appropriate agencies (e.g., fights, suspected child or substance abuse, inappropriate social behavior, etc.) for the purpose of maintaining student' 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.
- Other function performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**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.

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

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- 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.
- Must have a solid grasp of computer skills.

**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 meet all NCLB (Highly Qualified) qualifications.
- Must currently hold all required certification.

### **EDUCATION AND/OR EXPERIENCE:**

- Must hold a Bachelor's degree (BA) from a four-year college or university
- Current Arizona teaching credential
- Online/blended teaching experience preferred

### **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 (e.g., parent night, online instructional videos, etc.)

### **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 information 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.*