

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Virtual Teacher	REPORTS TO:	Site Principal
DEPARTMENT:	District	CLASSIFICATION:	Certificated
FLSA:	Exempt	WORK YEAR:	183 days/TBD
BOARD MLTA APPROVAL:	8-19-2020	SALARY:	Certificated

BASIC FUNCTION:

The Virtual Teacher plans, organizes, and provides an appropriate instructional program, utilizing district curriculum and interventions, in an online personalized instructional environment. The instructional program shall guide and encourage learners to develop and fulfill their academic potential and master grade level Common Core State Standards TK-8 and Algebra I.

This position shall not span more than three consecutive grades and contractual class sizes shall apply.

REPRESENTATIVE DUTIES:

1. Maintains accurate record keeping as defined by the California Department of Education, Independent Auditors, and the District agreement with families.
2. Support at home learning coach and students in gaining access to student used technologies.
3. Collaborate with grade level leads to develop grade appropriate standards based instruction and curriculum plans utilizing the District identified distance learning platform.
4. Responsible for regular attendance reporting with monthly reports submitted to the school site.
5. Effectively use a broad range of virtual instructional strategies including, but not limited to, recorded or live first instruction, live small group guided practice, and various virtual assessments.
6. Monitor and document student participation and mastery of assignments.
7. Evaluate learners' academic growth, prepare report cards in alignment with school site timelines and reporting systems, provide written comments and feedback as appropriate.
8. Participate in 504 and Individual Education Plan (IEP) meetings and provide accommodations for students as outlined in documentation.
9. Participate in all state and District assessments.
10. Participate in professional learning activities provided by the District and school sites, either in person or virtually.

11. Be available to learning coaches and students for support and communication and respond to requests for support within 48 hours during the contractual work week.

EDUCATION & MINIMUM QUALIFICATIONS:

- Valid California Teaching Credential
- English Language Learner Authorization
- Minimum of 2 years of full-time teaching experience or equivalent
- Valid Driver License
- TB risk assessment
- Proficient in Google Suite Applications
- Strong Communication Skills
- Ability to work independently
- Ability to work cooperatively with students, parents, colleagues, and administration
- Experience with long-term Independent Study/Home School teaching desirable
- Spanish speaking desirable

WORKING CONDITIONS:

ENVIRONMENT:

Office, home, and/or school campuses.

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials and/or use technology. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs. Subject to reasonable accommodation under the Americans with Disabilities Act.

EVALUATION:

Teachers shall not be evaluated based on participation (or lack thereof) by learning coaches and students.