

TITLE: ONLINE ACADEMY TEACHER - ELEMENTARY

QUALIFICATIONS:

- Possession of a valid current Idaho Educational Credential authorizing service as an elementary teacher with appropriate course endorsement(s).
- Meet highly qualified status as defined by the state through appropriate praxis test(s) and/or endorsements in core subjects. A verifiable Highly Objective Uniform Standard of Evaluation (HOUSSE) may be accepted.
- Knowledge of online principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level pupils; academic, social, and behavioral characteristics of secondary level pupils; educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming; behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the school population.
- Such alternatives to the above as the board may find appropriate & acceptable.

REPORTS TO: Online Academy Director

SUPERVISES: N/A

JOB GOAL: Under direction, to teach and instruct pupils within an online environment in grades K-6, or a combination of these grades, in elementary academic subject matter, social, behavioral, and other educational skill areas; to plan, develop, organize, and conduct a comprehensive educational program for elementary level pupils.

PERFORMANCE RESPONSIBILITIES: This position classification requires subject area expertise commonly associated with elementary teaching and instruction. Directly related teaching and instruction experience is required to perform problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, other staff to communicate information, data, and alternative problem solutions.

EXAMPLES OF DUTIES:

- Teaches and instructs online in subject matter areas commonly found in a comprehensive elementary education program.
- Utilizes an adopted online program/course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursues a variety of methodology consistent with online learning in teaching and instructing pupils.
- Conducts teaching and instructional activities, using online resources.
- Provides instruction in digital citizenship and other subject matter specified by legal mandate, CJSJ policy, and administrative regulations.
- Plans, develops, and utilizes a variety of instructional materials and aids appropriate to online learning and the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Reviews, analyzes and evaluates the history, background, and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualizes and adapts educational processes and procedures to enhance pupil educational opportunities.
- Provides group and individual instruction, as applicable to online learning, to motivate pupils, and effectively utilizes the time available for instructional activities.
- Reviews, analyzes, evaluates, and reports pupil academic, social, and emotional growth.
- Prepares, administers, scores, records, and reports the results of criterion referenced tests, and administers, scores,

records, and reports the results of group standardized tests in evaluating pupil growth and progress.

- Counsels, confers with and communicates with parents, school, and CJSD personnel regarding pupil progress, and in the interpretation of the educational program.
- Cooperatively pursues alternative solutions to ameliorate pupil learning problems, and to enhance expanded academic, social, and emotional growth opportunities.
- Maintains an effective learning environment through the implementation of best practices as they relate to online learning.
- Interacts with students, parents, staff, faculty, and administration effectively and professionally.
- Follows oral and written instructions and observes CJSD, state, and federal policies and procedures.
- Follows all Board-approved policies, safety rules, and regulations.
- Attends in-services and training sessions as necessary.
- Respects and practices confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

ABILITY TO: Plan, organize, develop, and conduct a comprehensive teaching and instruction program for pupils at the elementary level; Provide appropriate and effective learning experiences for pupils from a wide range of socio-economic levels and cultural backgrounds; Effectively assess the instructional and educational needs of pupils, and design, develop, and implement sound instructional and educational programs; Provide a motivating and stimulating learning environment.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in an online classroom environment. Employee is required to communicate effectively on the telephone, computer, and in person and hear sounds within the normal range of conversation; operate standard educational equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: Semester stipend. Stipend will be for the amount of \$150.00 per students, up to 10 students per semester as approved by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Joint School District Office.

Employee Signature

Date