

Position Title:
Supervisor:

Virtual Teacher
Virtual Education Principal

Purpose: Provide knowledge and instruction to students while also helping them develop their personalities and skills. The Virtual Teacher will be passionate for the job with an ability to reach out to students and families and create a relationship of mutual trust while cultivating the students' interests in their educational journey.

Duties:

- Responsible for preparing and implementing a full educational teaching plan according to state and district requirements.
- Ability to organize a class and make learning an easy and meaningful process, along with meeting the individual needs, interests, and abilities of students.
- Must possess the ability to work effectively with students, parents, colleagues, and the general public in a regular and virtual setting.
- Must be willing and able to work a flexible schedule that best meets the needs of the students.
- Prepares for each lesson, plans meaningful assignments, including both guided and independent, to check for understanding of the objective.
- Works with principal on long-range planning and meets with them weekly.
- Provides help for students in the academic area of need.
- Teaches to the objectives, essential standards, and outcomes; uses formative assessments to make sure these goals have been accomplished.
- Communicates expectations regarding academic progress and student engagement to students and parents on a weekly basis via online, phone, or face-to-face.
- Identifies and modifies factors contributing to the lack of progress or engagement and communicates that to Virtual Education Principal and parents.
- Monitors student progress and interprets the results of evaluation, seeking the assistance of district specialists as needed.
- Enters grades as needed and maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

Skills:

- Thorough knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school's policies and procedures
- Integrity and professionalism
- Advocacy skills

- Ability to respond effectively to the needs of a diverse student pool
- Willingness to be flexible
- Engaging interpersonal skills and excellent communication skills
- Computer literacy and the ability to collect and analyze data

Job Description Approved: October 17, 2019