

Job Title: Teacher of Online Courses

JOB DESCRIPTION:

This employee is responsible for organizing and implementing an instructional program in an online environment and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

1. Planning:

- a. Planning instructional activities that are consistent with the total educational philosophy of the district.
- b. Continuing professional growth through educational meetings, visiting related facilities, reading professional literature and exchanging ideas among the district staff.
- c. Working in coordination with other teachers in planning and developing the instructional program.

2. Programming:

- a. Preparing educational plans for each group of students based on individually-assessed needs in accordance with the district's philosophy, goals and objectives.
- b. Using appropriate assessment instruments pertinent to instructional areas to assess student progress.
- c. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- d. Participating in the in-school staffing and screening processes as appropriate.
- e. Assisting in upholding and enforcing school rules, administrative regulation, and School Board policies.
- f. Providing for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and or advanced course work at institutions of higher learning.
- g. Providing a positive environment in which students are encouraged to be actively engaged in the learning process.
- h. Identifying, selecting and modifying instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- i. Assisting in assessing, changing curricular needs and offering plans for improvement.
- j. Ensuring that student growth and achievement is continuous and appropriate for age group, subject area, and or program classification.
- k. Assisting in the design and evaluation of online curriculum, instructional materials and resources.

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3. Public Relations:

- a. Cooperating with school personnel in coordinating ESE services.
- b. Establishing and maintaining cooperative relations with other employees.
- c. Assisting in providing information to community groups and parents concerning online teaching and learning.
- d. Assisting in coordinating and providing news releases through the immediate supervisor for local news media as requested.
- e. Communicating effectively, both orally and in writing, with students, parents and other professionals on a regular basis.

4. Monitoring and Reporting:

- a. Providing students' evaluation records for the cumulative folder.
- b. Evaluating student progress on a regular basis and providing feedback to students and parents.
- c. Supplying progress reports to school personnel and to parents of students as necessary and requested.
- d. Completing appropriate reports for local, state, federal and educational agencies.
- e. Referring those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.
- f. Attending and participating in faculty meeting or other meetings as required.
- g. Other responsibilities as directed by his/her immediate supervisor.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree.
2. Valid Florida Educator's Certificate in field.

DESIRED QUALIFICATIONS:

1. Graduate work beyond the bachelor's degree.
2. Online teaching experience.
3. Experience in a like position.
4. Ability to work independently with little direct supervision.
5. An operational knowledge of the Internet and Web related technologies.