

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

TEACHER, VIRTUAL SCHOOLS		
Salary Schedule: To Be Negotiated	Number of Work Days as Contracted Daily Work Hours: Will Vary	FLSA Status – Exempt

JOB GOAL: Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws

REQUIRED QUALIFICATIONS:

1. Bachelor’s degree from an accredited institution
2. Valid Florida Educator’s Professional Certificate in the appropriate coverage

DESIRED QUALIFICATIONS:

1. Experience in a like position
2. Professional development in the areas of:
 - a. Research-based exemplary practices in curriculum, instruction, and assessment
 - b. Communication skills
 - c. Monitoring for student achievement
 - d. Student and parent conferencing skills
 - e. Learning Focused Strategies

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to communicate effectively with all stakeholders in the Virtual Instruction Program in written and oral form, including electronic media, using positive interpersonal skills
2. Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for online learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for middle and high school levels
7. Demonstrate operational knowledge of Internet and Web-related technologies
8. Ability to establish and maintains cooperative working relationships with students, parents, and schools
9. Demonstrate effective data-based problem solving skills

REPORTS TO: Site Administrator

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Planning

1. Design the Virtual Instruction Program so that it is consistent with the total educational philosophy of the district
2. Develop, implement, and evaluate the Virtual Instruction Program's curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
3. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
4. Assist with school-wide data analysis, as part of a professional development needs assessment

Programming

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
2. Provide differentiated instruction to meet the needs of all students
3. Collaborate with the instructional team concerning student educational needs as requested
4. Clearly articulates deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
5. Assist site administrator with student placement
6. Maintains contact with mentor teachers assigned by Florida Virtual School
7. Assist students and parents with technical support requests relating to the course interface and student information systems
8. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
9. Participate in teacher induction training as scheduled by site administrator

Public Relations

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
4. Assist in providing information to community groups, schools, or parents about the Virtual Instruction Program
5. Participate in community-based extracurricular activities as requested

Monitoring and Reporting

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient recordkeeping procedures
3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
5. Evaluate student performance on a regular basis and providing feedback to students and parents

6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
7. Ensure that each student enrolled in the Virtual Instruction Program has accurate, up-to-date records
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the site administrator for necessary interventions
11. Alert site administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate

Other

1. Perform other duties as assigned