

Virtual Learning Teacher - Elementary, Middle, High School

<u>Reports to:</u>	Principal, Connect! Coordinator
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Teacher Salary schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Current Unrestricted North Carolina Teacher Licensure**
 - **Minimum of three years' successful classroom teaching experience**
 - **Excellent technology skills, including use of online platforms**
 - **Excellent communication skills with families, using multiple platforms**
 - **Strong leadership and collaboration skills**
 - **Strong instructional skills inclusive of oral and written communication**

Purpose: This position will instruct students in a fully virtual learning environment. The teacher will implement, monitor, enrich, and intervene using a virtual learning platform.

Essential Job Functions: See School Board Policy 3219: Job Description for Teachers and Other Licensed Employees. Additional job functions listed below:

- Manage all aspects of a virtual learning classroom
- Engage positively and proactively with families in regards to what is best for their student
- Exhibit flexibility in teaching and learning multiple content areas as well as multiple grade levels
- Evaluate student achievement and assist with placing students in appropriate intervention and support services
- Assist students and families using software and equipment related to virtual learning environment
- Establish frequent conferences with students and families to maintain strong home/school bond
- Demonstrate deep commitment to virtual program's mission to provide personalized and flexible learning, meeting each student where he/she is to grow him/her academically
- Attend and lead professional development to enhance knowledge of pedagogy and content
- Participate in home school partnership and outreach
- Develop online content that is engaging, aligned, and relevant, utilizing the LMS as an interactive tool
- Maintain and submit accurate and up-to-date management records of all students' progress
- Perform other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- understand and appreciate the diversity of needs that assigned students/families bring with them
- respond appropriately to inquiries or complaints
- administer and monitor all required assessments
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations