Natrona Virtual Learning Teacher

**Purpose**

The job of Natrona Virtual Learning Teacher is done for the purpose/s of providing support to the instructional process by serving as a virtual teacher with specific responsibility for organizing and implementing an effective online educational learning environment to successfully affect student achievement in accordance with Natrona County School District and state and federal policies and standards; providing instruction in assigned content areas; and delivering individual student instruction and group activities within established curriculum guidelines; collaborating with other professional staff and administrators in addressing instructional issues; and responding to a wide range of inquiries from students and parents or guardians regarding the program and student progress.

This job is distinguished from similar jobs by the following characteristics: must have at least three years of successful teaching experience; be proficient in the use of instructional technology and supporting others with the same; and have the ability to perform duties both at home and at school office, as determined by the Natrona Virtual Learning (NVL) program administrator. This job reports to Administrator.

**Essential Functions**

- Collaborates with all stakeholders (e.g. students, parents, leadership team, colleagues, etc.) for the purpose of establishing and maintaining positive relationships while focusing on high expectations and continuous improvement for individual student learning.
- Communicates with appropriate stakeholders regarding individual student concerns (e.g. leadership team, parents, students, etc.) for the purpose of addressing student progress and attendance.
- Conducts classroom connection activities using established curriculum (e.g. individualized instruction; diverse learning styles/needs, etc.) for the purpose of ensuring all students are engaged and participating in individual learning objectives.
- Develops and organizes instructional tools and strategies (e.g. individual student learning goals; strategies and processes; state assessments; orientations, trainings, social and educational opportunities for students and families; student recognition and celebrations, etc.) for the purpose of supplementing and enhancing provided curriculum, ensuring student success and providing support for families, and meeting district, state, and federal guidelines.
- Evaluates student performance (e.g. monitoring progress; analyzes assessment data; other comparative data, etc.) for the purpose of gauging and subsequently adjusting instruction to improve individual and group performance.
- Implements current best practice for online instruction and resources (e.g. focus on student needs and goals, virtual classroom priorities, etc.) for the purpose of improving and enhancing student learning in alignment with state and district standards.
- Maintains documentation and required reports (e.g. student changes in placement; student data and reports; student learning plans and student work, assessments, progress reports and report cards; personal teaching certification, etc.) for the purpose of complying with site, district, state and/or federal policies, statutes and regulations.
- Manages virtual school activities (e.g. online school set up, student placement assistance and direct instruction—as needed—using appropriate instructional technology, curriculum and instructional issues, school communications, etc.) for the purpose of establishing a positive, safe and optimal learning environment to support parents and students in achieving classroom and individual goals.
- Models positive behaviors (e.g. professional/ethical public image; relational skills, including appropriate verbal and written communications; manners; honors diversity and mutual respect, etc.) for the purpose of promoting appropriate social and interpersonal behavior in alignment with district goals.
• Moderates electronic threaded discussions for the purpose of providing effective interaction with students individually and as a group and to facilitate a successful learning environment.

• Participates in a variety of meetings (e.g. weekly teacher conference calls with Administrator; team and/or building meetings; IEP/504 meetings; professional growth opportunities; professional learning communities; parent/teacher conferences; etc.) for the purpose of conveying and/or gathering information to perform functions.

• Responds to student and parent inquiries within 24 hours in regular work week for the purpose of resolving immediate concerns.

Other Functions
• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: data and time management; applying assessment instruments; operating standard office equipment; utilizing pertinent software applications; managing a virtual classroom with proficiency in using instructional technology; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; appropriate and effective methods of teaching and managing virtual classrooms using a virtual program provider; age appropriate activities; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships, including online communications; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working independently, working flexible hours; and working both at home and at school office, as determined by the NVL program administrator.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelor’s degree in job-related area.

Equivalency:
Required Testing
None

Certificates and Licenses
Current Wyoming teacher certification
Highly Qualified in content area per Wyoming certification

Continuing Educ. / Training
As required to maintain required WY teacher certification
As required to maintain HQ status per WY certification
Professional development through OdysseyWare

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 04.25.2016 Certified Salary Schedule

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): ____________________________________________________________

Employee Signature: ___________________________________________ Date: __________