

JOB TITLE	DEPARTMENT	REPORTS TO
Part-Time Virtual Classroom Teacher	Virtual School	Principal

Position No: 51001-51076; 51084-81085; 52001-52015; 53001-53014; 55052	Length of Work Year: 10 Months (25 hours maximum per week)
Salary Schedule: IN10	Date Approved: 11/24/15
FSLA: Exempt	Date Revised:

JOB GOAL
To lead students toward the fulfillment of their potential for intellectual, emotional, physical and social growth in a safe and effective manner that supports the goals of the District by implementing an instructional program that results in students achieving academic success in the accordance with state policies and laws relating to digital learning.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor’s Degree. 2. Florida certification in the area to be taught.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Demonstrated proficiency in oral and written communication. 2. Research-based exemplary practices in curriculum, instruction, and assessment. 3. Experience with monitoring for student achievement. 4. Knowledge of students in a distance-learning environment. 5. Operational knowledge of the Internet and Web-related technologies. 6. Experience with industry-standard computer applications. 7. A comfort level with technology as a vehicle for teaching.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Meets and instructs assigned classes according to designated schedule. 2. Plans and creates an online classroom environment that is conducive to learning and appropriate to the maturity and interests of students. 3. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior. 4. Encourages students to set and maintain standards of the traditional and virtual classroom behavior. 5. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students. 6. Employs a variety of instructional techniques and instructional media that are most appropriate for meeting stated objectives. 7. Diagnoses the learning strengths and weaknesses of students on a regular basis, seeking the assistance of district specialists as deemed appropriate. 8. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis. 9. Assists the administration in implementing all policies and/or rules governing student life and conduct within the virtual classroom and develops reasonable rules for online behavior and procedures for effective learning. 10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.

11. Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
12. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
13. Strives to maintain and improve professional competence.
14. Attends staff meetings and serves on staff committees as required.
15. To perform other duties as assigned by the principal.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.