

**Jefferson School District  
Job Description**

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**Job Title:** Online Teacher  
**Reports To:** Principal  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position provides education services to a variety of students in an online setting. Manages student learning and online program navigation, maintains consistent and open communication with student/parents and is responsible for student academic achievement.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Follows all current state and federal laws and administrative rules pertaining to public school teachers.
3. Monitors and adjusts online program's course curriculum in accordance with students' needs, district curriculum and state standards.
4. Develops and maintains a positive working relationship with students/parents/guardians through effective collaboration and communication.
5. Demonstrates proficient ability to navigate and use different computer and curriculum programs used within the online program.
6. Completes required documentation, and grades assignments and assessments promptly and accurately.
7. Tests and evaluates students' abilities and progress.
8. Prepares report cards and progress reports.
9. Facilitates conferences with students and parents as needed.
10. Plans a program of study that meets the individual needs, interests, and abilities of students.
11. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades and IEP progress, if applicable.
12. Designs and implements appropriate instruction of subject assigned in accordance with students, District curriculum and state standards.
13. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
14. Assists students and parents/guardians with tracking assignments and managing behaviors.
15. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
16. Informs parents of student progress concerning academic achievement and behavior through conferences, written messages, telephone calls and/or e-mails.
17. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
18. Appropriately maintains and secures confidential records and inquiries.
19. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials and facilities.
20. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of their students.
21. Works to establish and maintain open lines of communication with the administration, other staff members and District patrons.

22. Professionally represents the school and the District in interactions with parents, district patrons, staff and students.
23. Assists in determining and evaluating educational goals consistent with district philosophy and strives to implement those goals by instruction and action.
24. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
25. Assists the administration in implementing policies and rules governing student activities and conduct.
26. Maintains appropriate certifications and training hours as required.
27. Complies with applicable District, state, local and federal laws, rules and regulations.
28. Attends work regularly and is punctual.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching in a school setting at the grade level sought for this position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach students at the grade level designated for this position.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations with students and school staff. Ability to respond verbally or in written form to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Groupwise, Pinnacle, and Web Portal. Ability to type accurately and proficiently. Proven ability to use and navigate required online educational programs.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses proficient understand of online learning with the ability to navigate two-way communication in a format other than face-to face. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the online learning setting. The noise level in the work environment is usually low to moderate.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2010

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_