

Oak Grove School District

JOB TITLE: Virtual Learning Academy Teacher: District Level

SALARY SCHEDULE: OGEA

DESCRIPTION OF BASIC FUNCTION: To work with District management to provide an educational experience via our Virtual Learning Academy. Teacher will virtually assist students and parents with enrollment, course selection, assessment, and progress monitoring. Employees in this classification receive direct supervision from a District manager within the broad framework of policies and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to communicate effectively with all stakeholders in the Virtual Learning Academy in written and oral form, including electronic media, using positive interpersonal skills
- Highly skilled at implementing exemplary educational practices resulting in demonstrated student achievement gains
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to use effective strategies in differentiating instruction
- Knowledge of curriculum and instructional best practices for online learning
- Exhibit knowledge of standards-based curriculum and instructional programs and practices for elementary and middle school levels
- Ability to establish and maintain cooperative working relationships with students, parents, and schools
- Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
- Collaborate with the instructional team concerning student educational needs as requested, including attending IEPs and 504 meetings
- Clearly articulate deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
- Assist students and parents with technical support requests relating to the course interface and student information systems
- Use a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
- Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
- Assist in providing information to community groups, schools, or parents about the Virtual Learning Academy

ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

- Participate in community-based extracurricular activities as requested
- Maintain effective and efficient record-keeping procedures
- Complete appropriate reports for local, state, federal and educational agencies
- Use formative and summative assessments in order to differentiate and improve instructional practices and strategies, including required district assessments and state assessments
- Evaluate student performance on a regular basis and provide feedback to students and parents
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Ensure that each student enrolled in the Virtual Learning Academy has accurate, up-to-date records
- Meet program expectations for progress monitoring and parent/student communication
- Maintain records of parent and student contacts
- Refer students who are not complying with course or program policies to their parent for necessary interventions
- Conduct attendance review and reporting
- Perform invoice review and account status
- Order curriculum and monitor inventory
- Coordinate short term travelers on Independent Studies for 10-21 days
- Perform other duties as assigned

Daily average student contact will be determined and consistent with contractual agreement with the Oak Grove Educators Association.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: District or site administrator

Evaluated by: District or site administrator

MINIMUM QUALIFICATIONS:

- Possession of a valid California Teaching Credential
- Minimum of 5 years experience in education
- Excellent written and oral communication skills
- Successful classroom experience, education specialist, or TOSA, with minimum ratings of satisfactory/meeting standards on previous 2 years of evaluations or alternative evaluation
- Experience in online and blended learning
- Experience with digital curriculum

Virtual Learning Academy Teacher: District Level

MINIMUM QUALIFICATIONS: (continued)

- Knowledge of state standards, curricular planning, development and assessment methods, techniques and instructional practices
- Knowledge of current educational best practices
- Effective use of technology, including knowledge of Google Suite
- Demonstrated knowledge of Internet and Web-related technologies
- Maintain confidentiality and positive, professional decorum
- Skill to establish and maintain positive work relationships with a diverse population of students and adults
- Possession of a valid California driver's license

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment
- Standing and walking for extended periods of time; Bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information in person or on the telephone; Seeing to monitor children
- Lifting, carrying, pushing and pulling heavy equipment
- Moderately heavy lifting up to 40 lbs

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.