



## Park Hill School District

Building Successful Futures • Each Student • Every Day

### Position Description

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<b>TITLE:</b>	Virtual Academy – Online Instructor
<b>FLSA:</b>	EXEMPT
<b>QUALIFICATIONS:</b>	<p>Must hold proper certification according to the State of Missouri.</p> <p>Operational knowledge of the internet and web-based technologies. Interest or experience in teaching online courses.</p> <p>Successful completion of Park Hill instructional course ‘Effective Online Instruction’ or documentation of completion of an equivalent course.</p>
<b>REPORTS TO:</b>	Principal and/or other Supervisor
<b>TERMS OF EMPLOYMENT:</b>	New teachers 193 days; returning teachers 188 days with benefits.

### PERFORMANCE RESPONSIBILITIES:

1. Plans, prepares, and implements instructional activities that contribute to a climate where students are actively engaged in a meaningful learning experience.
2. Identifies, selects, creates, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
3. Assists in assessing changing curricular needs and participates in plans for improvement.

4. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
5. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
6. Collaborates with peers to enhance the instructional environment for students by participation in activities including, but not limited to, the following: collaborative team meetings, professional development, communities of practice, and committees.
7. Models professional and ethical standards when dealing with students, parents, peers, and the community.
8. Assumes responsibilities for meeting his/her course and school-wide student's performance goals.
9. Demonstrates gains in student performance.
10. Maintains weekly communication with all students.
11. Participates in presentations about online teaching including, but not limited to, the following: presentations, research and sharing of information for professional growth, student outreach events and activities.
10. Exhibits dependability and punctuality in assigned duties.
11. Displays appropriate personal and professional traits that exhibit a positive role model for students.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

**OTHER PERFORMANCE RESPONSIBILITIES:**

1. To assist students in learning the appropriate subject matter, skills and/or attitudes that will contribute to their development as responsible citizens.
2. Other duties as assigned.