VIRTUAL ACADEMY TEACHER – SPECIAL EDUCATION

POSITION: Virtual Academy Teacher – Special Education

REPORTS TO: Academic Dean

LOCATION: Virtual Academy

NATURE OF WORK:
Provide instruction to students with a focus on academic achievement through a virtual or online platform. This is a professional position to meet the instructional needs of students participating in virtual instructional programs. This position will require individuals to be on-site at the Virtual Academy building to provide small group and/or 1-on-1 in-person instruction, meet with students and/or parents/guardians, and participate in planning for high-quality instruction and assessment. The Virtual Academy Special Education teacher will support students in grades 3-12.

ESSENTIAL FUNCTIONS:

• Develop and monitor IEP goals and objectives based on assessment and data information;
• Monitor and report progress on goals and objectives;
• Deliver specialized instruction in reading, math, written language, organization and behavior management;
• Case manage students with IEPs;
• Maintain confidentiality of all students;
• Work collaboratively with general education staff and related services staff;
• Select and administer a variety of standardized and non-standardized assessment tools with fidelity;
• Manage short and long-term deadlines related to State and Federal compliance indicators;
• Support the use of student equipment and tools including assistive technology;
• Plan for whole group, small group and individualized instruction throughout the school day and with a variety of staff;
• Deliver academic instruction and assessments to students both virtually and in-person;
• Care for school property;
• Supervise student activities on school property;
• Communicate with parents/guardians, school staff, and colleagues; and
• Maintain student records in a confidential manner.

DUTIES AND RESPONSIBILITIES:
The teacher will work under the direction of the administration, supervisors, and coordinators. The teacher will provide instruction in various content areas. As part of the duties, the teacher will:

• Work collaboratively with all program staff;
• Prepare appropriate learning activities;
• Monitor and evaluate student progress;
• Maintain communication with administration, students, and parents/guardians as appropriate;
• Maintains confidentiality of student records and personal information;
• Maintain a safe and orderly environment for staff, students, and parents/guardians;
• Collect and maintain student data to include attendance and assessments; and
• Provide opportunities for students and parents/guardians to access, when needed, in-person and/or small-group instruction, office hours, and conferences.
QUALIFICATIONS:
- Possess a valid Maryland Educator Certificate in the grade level/content area to be taught or qualify for conditional certification issued by the Maryland State Department of Education (MSDE);
- Possess a Bachelor’s degree, required; and
- Have the ability to relate well to students, colleagues, parents, and the school community.

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY:
The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC