

LYON COUNTY SCHOOL DISTRICT

Teacher – Distance Education

Job Group: General Education Services-Licensed

Classification: Certified

Terms of Employment: 9 Months or (200 Days)

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: Under the supervision of the site administrator, the Distance Education Teacher (Teacher) is responsible for providing a positive educational atmosphere in an online environment where students have the opportunity to fulfill their potential for intellectual, emotional, physical, psychological growth; and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws. The Teacher is responsible for providing guidance, instruction, and support to manage the online learning process and focus on students' individual needs. The Teacher will monitor student progress through interactive virtual lessons, daily assignments, and work actively with students and parents to advance each child's online learning. . This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA and report directly to the school site administrator. Teaching in a virtual/online environment requires a strong educational background and a firm understanding of how best practices from a regular classroom can be applied to this interactive model. Though the primary focus is on academic core instruction, teachers must be comfortable with using technology and supporting new users of technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Complete registration process of students.
2. Motivate students to actively participate in all aspects of the educational process, including class discussions, assignments, projects, research, etc.
3. Assess individual student's current level of functioning to determine needs.
4. Provide regular, accurate and timely student-specific assistance, feedback and support to students relative to their performance.
5. Design and implement instructional programs to meet students' needs.
6. Assist with the development of new curriculum or coursework in the virtual environment.
7. Demonstrate knowledge of and utilize established curriculum in accordance with assigned course schedule.
8. Implement behavior management system to monitor individual student's program and progress.
9. Establish and maintain channels of communication with home, school, and related agencies as necessary to the needs of individual students.
10. Maintain online asynchronous communication (and synchronous if appropriate) with students in online discussions, to assist students in achieving completion objectives, monitor completion of assignments and coach special projects.
11. Provide regular, accurate and timely student-specific assistance, feedback and support to students relative to their performance.
12. Ensure that each student enrolled in a virtual/online course has accurate and up-to-date records and log all student and parent contact.
13. Establish set office hours for individual student assistance and/or testing.
14. Maintain acceptable health and safety standards.
15. Participate in activities designated to promote professional growth.
16. Observe legal mandates.
17. Other related duties as assigned.

POSITION EXPECTATIONS:

1. Demonstrate knowledge, skill, and ability to provide instruction in an alternative classroom.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Develop strong connections and communication with students to help students excel under individualized learning plans
4. Guide the learning process toward achievement of curriculum and student goals.
5. Establish and communicate clear expectations for all lessons, units, and projects.
6. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
7. Participate as a collaborative member with other faculty and staff.
8. Maintain accurate and complete records as required by law and district policy.
9. Maintain and improve professional competence through continued education and in-service.
10. Communicate professionally and effectively in written, oral, and non-verbal terms.
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
12. Regular and consistent punctuality and attendance are essential functions of the job.
13. Extra contract days are to be used supporting student learning over the summer.
14. Perform other job-related duties as may be assigned by the site administrator/supervisor.

WHEN ASSIGNED TO EAGLE RIDGE:

Teacher will work collaboratively with Western Nevada Regional Youth Center director and site administrator to serve the adjudicated students at the Eagle Ridge school. Data monitoring and reporting is required.

POSITION REQUIREMENTS: Education and Training:

Bachelor's Degree from an accredited college or university.

Licenses and Certifications: Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in the relevant subject area(s). Must possess or be able to acquire an Alternative Education Certificate. Online teaching experience preferred. Teaching at-risk youth in an alternative setting is desired.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				

Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____