

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ONLINE CURRICULUM EDUCATOR

QUALIFICATIONS:

Candidates must have:

1. Substitute certification or teaching certification
2. Ability to communicate effectively
3. Classroom management skills
4. Basic technological skills

REPORTS TO: Building Principal

JOB GOAL: Collaborates with principal and staff to implement a successful online curriculum program.

PERFORMANCE RESPONSIBILITIES:

1. Implements an online computerized curriculum program for students in the alternative school.
2. Provides a quiet and structured environment and assistance to students in the classroom
3. Monitors the safety, behavior, and productivity of students
4. Documents attendance and behavior of students
5. Follows online academic plans of students and records documentation of completion and progress as needed.
6. Handles behavioral issues and confidential student information in a professional manner
7. Develops and implements social skills activities along with school staff
8. Communicates effectively, both orally and in writing, with school staff, students, and parents on a regular basis
9. Models professional and ethical standards as directed in board policy when dealing with school staff, students, and parents.
10. Establishes and maintains cooperative working relationships with school staff, students, and parents
11. Participates in training opportunities as established by building principal
12. Meets professional obligations through efficient work habits including following meeting protocol, honoring schedules, meeting assignment deadlines
13. Performs other duties and responsibilities as assigned by supervisor.

PHYSICAL DEMANDS: Ability to move around in the instructional area

TERMS OF EMPLOYMENT: 9 months (At-Will) as per board policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by building principal

APPROVED BY BOARD: February 21, 2019