

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Teacher-Cyber Services **DATE:** August 17, 2011
REVISED: August 13, 2014

REPORTS TO: Coordinator of Distance Education and Education Planning
APPROVED BY: Board of Directors

JOB SUMMARY: It is the goal of all Midwestern Intermediate Unit IV Cyber Education teachers to facilitate student learning in an online environment through positive teacher-student interaction, meaningful consistent communication and feedback and the implementation of research based on online instructional pedagogy and support.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Teach students using technology and electronic curriculum in a virtual environment using a variety of technological solutions, teaching techniques, media applications and curricular adaptations consistent with students' needs and abilities.
2. Create an online environment that is conducive to learning and appropriate to the academic ability and level of the students by responding to academic needs in both a timely and effective manner.
3. Monitor and report student progress and attendance in the cyber education program.
4. Create and maintain accurate communication logs noting students' progress, communication, performance and difficulties throughout the online learning experience.
5. Develop, update and supplement student learning plans to meet required level of rigor and the needs of the individual general education and special education needs, interests, and abilities of the students.
6. Communicate regularly with students, parents, and other stakeholders regarding student needs, performance, attendance, achievement, and all other issues relevant to the students' online education.
7. Guide the learning process toward the achievement of curriculum goals and establishes clear communication with all educational stakeholders.
8. Take all necessary and reasonable precautions to protect students, equipment and materials within a virtual environment in accordance with board policy.
9. Make provisions for being available to students and parents for educationally related purposes outside the instructional day when required or requested to do so under reasonable terms.
10. Attend and participate in all assigned professional staff meetings.
11. Comply with all Federal, State, Pennsylvania Department of Education and Midwestern Intermediate Unit IV policies, procedures, rules and

regulations.

12. Complete other duties as assigned by Coordinator of Distance Education and Education Planning.

QUALIFICATIONS:

- Pennsylvania Teaching Certificate in area relevant to the teaching assignment required
- Minimum Bachelor's Degree in Education required
- Excellent oral and written communications skills
- Knowledge and skill in electronic curriculum applications and in the use of technology to deliver curriculum, instruction and assessment in a virtual environment
- Skilled in use of Microsoft Office Suite including Word, PowerPoint, Access, Excel and Outlook; Internet search engines and e-mail applications
- Organizational skills, initiative and ability to work with limited supervision
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk or move throughout the classroom for extended periods of time

SENSORY ABILITIES:

- Visual Acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical classroom environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively

- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills.
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Cyber Service teachers will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)