



## **JOB DESCRIPTION ELEMENTARY VIRTUAL CLASSROOM TEACHER**

### **DEFINITION**

The position of virtual classroom teacher is designed to support students and families seeking an engaging, teacher-led virtual learning environment. Students will be assigned to a teacher who will provide direct instruction, coursework, and assessments for students. Lessons will take place in individual, small group and whole group virtual settings and students will receive personalized support from their teacher. The instructional program will be supported by regular parent/guardian and teacher communication.

### **EXAMPLES OF DUTIES**

- Provide instruction to students in required core and content areas of study in a virtual setting for students at the elementary school level.
- Prepare and utilize a variety of instructional techniques using a variety of instructional materials and programs.
- Implement daily synchronous and asynchronous lessons/assignments.
- Will provide synchronous opportunities for district assessments for students.
- Maintain portfolios for each student with needed work samples, student contract, and personalized student learning goals.
- Track daily, weekly and monthly student attendance.
- Respond within 24 hours to parent/guardian inquiries via phone, virtual meeting, and/or email during regular work hours.
- Evaluate student performance on a regular basis and provide feedback to students and parents/guardians.
- Ensure that student growth and achievement is continuous and appropriate for each subject area.
- Meet program expectations for progress monitoring and parent/guardian communication
- Maintain records of parent/guardian and student contact. Alert school administrator when a student or parent/guardian fails to respond to school communications.

- Continue professional growth related to the virtual instructional program through training, professional learning communities, outside research, and reading professional literature.
- Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences.
- Collaborate with the instructional support team (such as administration, counselors, and mental health specialists) concerning student needs as requested.
- Clearly articulate calendar (academic/assessment), deadlines, schedules, and procedures to students and parents/guardians to ensure that students complete coursework in a timely manner.
- Maintain contact with other staff/service providers assigned to each student.
- Assist students and parents/guardians with technical support requests relating to their coursework.
- Use a variety of instructional technology programs and software applications.
- Communicate effectively, both orally and in writing, with students, parents/guardians, and other professionals.
- Work with students, parents/guardians, and schools in a positive, proactive manner.
- Refer students and families who are not complying with course or program policies to the administrator for necessary interventions.
- Perform other classroom duties related to job description.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

- Bachelor's Degree or higher is required.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed.
- Experience working with diverse student populations.

### **Licenses/Certificates**

- Valid California teaching credential appropriate to the position is required.
- Valid authorization to provide services to English language learners is required.
- Tuberculosis clearance and fingerprint clearance by the California Department of Justice are required upon employment.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to sit for sustained periods of time. *E*
- Able to lift and carry up to 50 lbs.
- Able to reach in all directions.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate a calculator or computer. *E*
- Able to use a variety of programs and software applications. *E*

**While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.** Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

Employment Status: RTA Bargaining Unit

Work Year: 184 Days