



St. Helens School District
St. Helens, OR
Job Description

Job Title: Virtual Academy Associate Teacher
Reports To: Principal / Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

The competent teacher will:

1. Provide a variety of classroom techniques and methods
2. Promote high levels of achievement in relation to individual student abilities
3. Use techniques and methodologies appropriate to student abilities
4. Utilize current and relevant subject matter
5. Demonstrate knowledge of and ability to use research-based principles of effective instruction
6. Organize instruction using learning objectives with clearly defined student outcomes
7. Employ teaching strategies congruent with planned student outcomes
8. Select teaching strategies emphasizing student involvement
9. Monitor student learning and pace instruction accordingly
10. Develop and maintain an environment conducive to effective student learning
11. Develop written rules of classroom behavior and communicate those rules to all students
12. Enforce written rules for classroom behavior
13. Communicate course goals and academic expectations to students
14. Provide for the health and safety of students in all instructional settings
15. Prepare effectively for class
16. Prepare daily lesson plans
17. Provide instruction predicated on course goals and objectives
18. Develop and communicate appropriate grading standards to students
19. Establish written grading standards that are clear and incorporate a variety of graded activities
20. Assure that grading standards are explained and available to parents
21. Develop and maintain positive interpersonal relationships
22. Model personal behaviors of honesty, fairness, courtesy and consideration
23. Maintain a cooperative relationship with administration, staff, students and parents
24. Share appropriate information with parents and with other staff members
25. Ability to work harmoniously with others and build relationships
26. Provide documentation of students' progress
27. Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
28. Assign and check homework and provide feedback to students
29. Maintain appropriate records of student performance
30. Build motivation and interest in learning
31. Exhibit personal interest and encourage student interest in the subject area
32. Maintain a current awareness of literature/activities in subject area
33. Maintain an ongoing personal program of professional growth and development
34. Develop and implement annually an approved plan for professional growth and development

35. Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
36. Participate in District sponsored in service offerings appropriate to assignment
37. Cultivate and model a respectful working and learning environment
38. Other duties as assigned.

WORKPLACE EXPECTATIONS

1. Work effectively with and respond to people from diverse cultures or backgrounds
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
3. Have regular and punctual attendance
4. Confer regularly with immediate supervisor
5. Follow all District policies, work procedures, and reasonable requests by proper authority
6. Maintain the integrity of confidential information relating to students, staff, or District patrons
- 7.

SUPERVISORY RESPONSIBILITIES

None

SALARY

As negotiated in the SHEA agreement

EVALUATIONS

As negotiated in the SHEA agreement

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES					
<u>In an 8-hour workday, this job requires:</u>					
R - Rarely (Less than .5 hr per day)	O - Occasionally (.5-2.5 hrs per day)				
F - Frequently (2.5-5.5 hrs per day)	C - Continually (5.5-8 hrs per day)				
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting	_____	_____	_____	X	_____
Stationary Standing	_____	_____	_____	X	_____

Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching Overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling (Maximum Weight: 40 lbs)			X		
*Lifting/Carrying (Maximum Weight: 40 lbs)			X		

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD Prepared Date: 2/3/2023

I have read and understand this job description.

Signature: _____

Date: _____