



**JOB DESCRIPTION**

<b>Job Title</b>	Virtual School Teacher
<b>Department</b>	Department of Teaching & Learning
<b>Reports To</b>	Principal Assigned to Eau Claire Virtual School
<b>Classification</b>	Certified
<b>Location</b>	District Building (to be assigned)
<b>Salary</b>	On Salary Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The virtual school teacher is responsible for preparing all students for post-secondary success by implementing the district curriculum in a virtual setting using culturally responsive instructional strategies, monitoring student progress, analyzing student data and collaboratively planning for providing student interventions.

**Essential Job Functions**

- Implement board policies.
- Plan and deliver curriculum using culturally responsive instructional strategies and virtual tools to provide instruction.
- Differentiate instruction.
- Use formative and summative assessment to inform instruction and monitor student progress.
- Communicate student progress with students, families, district staff members, and building administration.
- Collaboratively plan with families, building/district staff, and administration for student improvement.
- Engage with school teams and other work groups as identified by the school administration.
- Be aware of and/or participate on district teams for curriculum development, data analysis, staff development planning, selection of materials, and other committees.
- Plan for professional growth through staff development, course work, and/or other opportunities.
- Proctor standardized testing.
- Coordinate community learning experiences.

**Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Education.
- Wisconsin teaching certificate for appropriate grades and subjects.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree.
- Two or more years of elementary teaching experience.
- Experience teaching in a virtual learning environment.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Broad and current knowledge of elementary curriculum, instruction, and assessment practices.
- Knowledge of best practices and research-based instruction.
- Evidence of competencies in classroom behavior management.
- Ability to rationally and objectively solve problems.
- Excellent coaching and interpersonal skills.
- Ability to demonstrate empathy, integrity, and honesty.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.