

CERTIFICATED JOB DESCRIPTION

ELEMENTARY VIRTUAL SCHOOL TEACHER (K-6)

JOB SUMMARY:

Under the supervision of site and District administrators, while performing duties and tasks from the assigned school site, provides a virtual independent study educational program for pupils in Grades K, 1, 2, 3, 4, 5, 6, or a combination thereof, and assists in other school programs as assigned. Creates a flexible, virtual elementary-grade independent study program that is favorable to learning and personal growth in each individual pupil. Establishes effective rapport with pupils to motivate them to develop skills, attitudes, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability and to meet the adopted California state standards. Establishes good relationships with parents/guardians and other staff members. Supervises instructional aides, student teachers, and parent volunteers when applicable.

ESSENTIAL JOB FUNCTIONS:

- Assesses individual student's current academic proficiency to determine needs. Develops course objectives, activities, and materials based on student assessment to provide a quality, appropriate individualized independent study educational program.
- Teaches language arts, social studies, mathematics, science, art, health, physical education, music, and other appropriate learning activities to students in an independent study program model utilizing course of study adopted by the Board of Education and aligned to the California State Standards.
- Provides virtual synchronous and asynchronous instruction based on the individual needs of students within the independent study program model.
- Plans long-range goals and rigorous tasks for students to ensure preparation for college and career.
- Instructs students in citizenship, communication skills, and other elements of the independent student program model specific in state law and administrative regulations and procedures of the District.
- Provides daily instruction to individual or groups of students.
- Develops individualized synchronous and asynchronous lesson plans and instructional materials; provides small group and one-on-one instruction to adapt the curriculum to the needs of each independent study student.
- Evaluates students' academic assignments and monitors work completion in alignment with the independent study program model.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents/guardians through a variety of methods.
- Holds individual student and parent conferences in alignment with independent study program written agreement to discuss the individual student's progress and interpret the school program.
- Translates lesson plans and student assignments into learning experiences to best utilize all time for instruction and student learning.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.

- Creates and maintains a physical, virtual, and/or psychological learning environment to provide a safe and optimal learning environment appropriate to individual student needs.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere online or in person.
- Meets regularly with site and District administration to review independent study student work and data and assesses progress towards goals.
- Maintains professional competence through participation in in-service education activities provided by the District, school, and/or self-selected professional growth activities.
- Observes legal mandates including the maintenance and reporting of grades, independent study documentation, student work, and attendance.
- Administers standardized tests and other District-selected tests in accordance with the District testing program.
- Attends a reasonable number of meetings, parent conferences, and evening school programs that require student supervision.
- Selects and requisitions books, Instructional Assistants, instructional supplies, and maintains required inventory logs.
- Participates in curriculum development programs within the school of assignment and/or on a District level.
- Supervises students in out-of-classroom activities during the assigned workday as appropriate in an independent study program model.
- Shares in the sponsorship of student activities and participates in faculty committees.
- Plans and coordinates the work of Instructional Assistants and other paraprofessionals.
- Attends scheduled staff meetings, IEP meetings, and other assigned meetings as required.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**
Multiple Subject Teaching, or credential deemed appropriate for the specific position.
“No Child Left Behind” compliant.
CLAD or BCLAD or equivalent.
- **Education:**
Bachelor’s Degree, including all courses needed to meet credential requirements.
- **Highly Desired Skills:**
 - Knowledge of educational research and effective, research-based instructional practices.
 - Experience implementing the California State Standards and providing individualized instruction.
 - Experience with administration and interpretation of screening, diagnostic, and progress monitoring assessments, including working with associated online data systems.
 - Ability to develop and implement innovative and flexible programs for students.
 - Ability to evaluate student progress accurately and maintain thorough written records.
 - Demonstrated written and verbal communication.
 - Ability to balance and prioritize individualized instructional student needs and professional duties.

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- Ability to develop and meet project timelines and schedules, track progress, implement projects, and evaluate effectiveness.
- Ability to use various technology resources as instructional tools.
- Demonstrated punctuality, preparedness, organization, and commitment.

Certificated Salary Schedule

BOARD APPROVED: 05/19/21

REVISION DATES: