



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: VIRTUAL TEACHER – BASIC JOB SPECIFICATIONS

WORK YEAR: 185 Days

REPORTS TO: Principal

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential authorizing service at the proper grade level and/or subject area with English Learner Certification

PRIMARY FUNCTION:

To help students attain intellectual achievement and emotional maturity through the appropriate use of resources provided by the District through a virtual instructional environment. 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 support.

AREAS OF RESPONSIBILITY:

- Demonstrate knowledge, skill, and ability to provide instruction in a virtual classroom
- Present curriculum and engaging synchronous and asynchronous instruction through the use of a Learning Management System
- In a virtual setting, and through the use of technology, teachers will use a variety of instructional methods, including direct instruction to engage learners, review pacing, provide feedback, and make instructional decisions regarding student progress
- Design and plan synchronous and asynchronous student learning experience, communicates virtual learning expectations, and manage students' learning experience through a virtual environment
- Teach learners the skills necessary for those learners to achieve performance standards established by the Board of Education
- Respond to student and/or parent inquiries in a timely manner. This is critical as a student's abilities to complete their work in a primarily online environment may be critically dependent upon a response from the teacher
- Use digital pedagogical tools that support communication, productivity, collaboration, analysis, presentation, research, content delivery, and interaction.
- Employs learner-centered instructional strategies and current practices that leverage technology for learner collaboration.
- Create alternative formats of course materials, if needed, in order to meet the needs of diverse learners and accommodate alternative means of access.

- Ability to incorporate subject-specific and developmentally appropriate digital learning resources into online learning modules.
- Instruct learners in citizenship, including digital citizenship, in basic communication and computation skills, and in other elements of the course of study as specified by law and school district policy or directives
- Identify pupil needs, plan a program of study around those needs utilizing other members of the staff as necessary to provide learners with a maximum opportunity for achievement
- Develop and maintain lesson plans and instructional materials that provide an organized base for instruction
- Maintain standards of pupil behavior needed to provide a classroom atmosphere conducive to learning
- Evaluate learners' academic progress and social growth, maintaining appropriate records including report cards, progress reports, communicating with parents on pupil progress and determining whether or not satisfactory pupil performance is occurring
- Keep an accurate record of each pupil's attendance
- Assist in the identification, selection and adoption of textbooks and other instructional material as may be needed
- Maintain professional competence through participation in District inservice activities and other approved courses of training
- Participate cooperatively with management in the evaluation system through which each teacher is evaluated in conformance with the District's and State's guidelines for performance assessment
- Supervise learners in virtual classroom and in other school sponsored activities as assigned by the principal
- Participates in scheduled planning sessions with virtual school staff and administrator
- Actively Participate and attend Individualized Education Program(IEP), 504Plan and Student Success Team (SST) meetings. Provide information, support, and intervention strategies for the team.
- Coordinate work of assigned paraprofessionals
- Enforce school rules, administration regulations and Board of Education policies
- Serve as sponsors of student activities and serve on faculty committees
- Perform other duties related to the basic assignment
- Adhere to the Code of Ethics of the teaching profession as described in the California Administrative Code, Title V, Education. Sections 5480, 5485, adopted by the State Board of Education April 10, 1970

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations