JOB DESCRIPTION

MOORE PUBLIC SCHOOLS

3.50B

Job Title: **Full time IBI Teacher (Secondary)**

Qualifications:

Credentials: State Certificate to teach in specific position.

Education: Bachelor's degree in Secondary Education or related field.

Training or Experience required: Certificate and passed student teaching.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Technology: Must have skills in technology, patience and an aptitude for technical troubleshooting, and knowledge of computer usage.

Site: **Vista**

Reports to: **Principal**

Job Goal (Purpose of Position):

The IBI instructor will be responsible for maintaining and monitoring courses following a proactive instructional methodology. Instructor who can think outside the box and thrives on change and challenges. An unconditional commitment to the success of students is necessary. The ability to motivate students in a distance learning environment and the willingness to be flexible and help them become self-disciplined and effective time mangers is required. The ability to organize and document student contacts, time engaged in the online courses, coursework progress, and grades. Online instructor must have skills in technology so they can focus more on student learning than on the tools of instruction. Patience and an aptitude for technical troubleshooting is a must. Instructor must be confident in the efficacy of online learning. Therefore, instructor must feel comfortable working in a student-centered setting and utilize effective techniques for this environment.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. Maintains confidentiality of all information.

Other Performance Measures: Knowledge of the online environment; cares for and effectively assists students with special concerns; Encourages effective learning in the online environment; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, contact, attendance, etc.); Maintains proper online communication.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Monitoring student work in lessons and tests
2. Assisting students with questions about moving through courses
3. Manually grading activities and portions of some tests
4. Motivating and coaching students
5. Helping students reach their educational goals
6. Contact each student/parent and set an initial meeting with them
7. Closely monitor student progress and document inactive students
8. Ensure students are staying on track in course(s) and proactively contact the student/parent if concerns arise.
9. Respond to student inquiries, questions and requests for help in two days of receipt regardless of the medium (email, phone call, etc)
10. Work with other staff and facility in a cooperative, professional atmosphere. Collaborate with staff on an as needed basis in order to enhance the curriculum
11. Maintain effective and efficient record keeping
12. Participates in curriculum development programs as required.
13. Based on the position, may coach, participate in extra-curricular activities, etc. These special duties are identified in the appropriate labor agreement.
14. Interacts with students and parents via email, instant message, threaded discussion, synchronous chat and phone.

15. Grades and posts student work. Provides constructive and detailed feedback to help students achieve academic success.
16. Maintains effective and efficient record keeping.
17. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
18. Collaborates with peers to enhance the instructional environment.
19. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to perform playground, lunch, bus and related duties. Those assigned to special activities like coaching/physical education must be able to demonstrate the proper techniques of athletic/physical educational activities. Those involved in science classes have to handle/lift buckets of specimens, perform lab experiments with potentially hazardous/noxious chemicals and compounds and be safety conscious at all times; Those involved in industrial arts/technology classes also must be exposed to saws, electricity, motors, grinders, and other potentially hazardous equipment. Those involved with special education students must know how to handle disabled, and hard to manage students and attend to hygiene needs. Must know how to handle sick/injured students.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved: 06-13-16