



9-12 Virtual Instructor

Purpose Statement

The Virtual Instructor designs and delivers high-quality, engaging virtual instruction for students across grades 9 - 12. This role fosters a positive, inclusive, and developmentally appropriate online learning environment and works collaboratively with families, school teams, and support staff to support student success and achievement.

Supervisory Relationship

Reports to: Alternative High School Principal

Essential Functions

- Design and adapt curriculum to meet the needs of diverse learners in a virtual setting.
- Develop and deliver engaging, personalized instruction across multiple grade levels.
- Build strong relationships with students and families through ongoing communication and academic goal-setting.
- Utilize learning management systems to organize and deliver instruction, feedback, and assessments.
- Integrate instructional technology tools to enhance learning experiences.
- Monitor student progress through formative and summative assessments and adjust instruction accordingly.
- Facilitate small group and individualized instruction based on student data and learning goals.
- Create a positive, inclusive virtual learning environment that supports collaboration, student voice, and choice.
- Manage a flexible, responsive virtual classroom with developmentally appropriate routines, expectations and structure.
- Partner with families and empower them with strategies to support learning at home.
- Actively participate in professional learning communities and school team meetings.
- Maintain accurate records of student progress.
- Adhere to all Bismarck Public Schools policies and procedures.
- This position requires prompt and consistent attendance.
- Perform other related duties as assigned to support the virtual learning environment.

Job Requirements: Minimum Qualifications

Skills

- Excellent communication and collaboration skills.
- Strong organizational skills to manage instruction and student data across multiple grade levels.
- Technological proficiency with digital tools and instructional platforms.
- Ability to deliver engaging and effective instruction in a virtual environment.

Knowledge

- Standards-aligned curriculum design and instructional planning.
- Learning management systems
- Personalized learning and blended learning models.
- Equity, inclusion, and differentiated instructional strategies.

Abilities

- Build authentic relationships with students and families in a virtual setting.
- Adapt instruction based on student needs and assessment data.

- Manage multi-grade virtual instruction effectively.
- Maintain confidentiality and professionalism in a remote learning environment.
- Collaborate with colleagues, families, and support staff to support student success.

Responsibility

The Virtual Instructor has a significant impact on student learning and achievement in a digital environment. The role requires independent judgment, collaboration with various stakeholders, and consistent documentation of student progress and instructional practices.

Work Environment

This position will report to the South Central High School with flexibility to work outside the regular workday to meet student needs. It involves extended use of computers and digital platforms in an indoor, office-like setting.

Experience

Minimum of five (5) years of teaching experience

Experience with Learning Management Systems preferred

Previous experience in virtual or blended learning environments preferred

Education

Bachelor's Degree in Education required

Master's Degree in Curriculum & Instruction preferred but not required

Certificates and Licenses

Valid North Dakota Teaching License required

Continuing Education/Training

Participation in ongoing professional development in virtual instruction and curriculum design is required

Clearances

Criminal Justice Fingerprint/Background Clearance required

FLSA Status

Exempt

Salary Grade

Teacher Salary Schedule

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