

JOB DESCRIPTION

JOB TITLE: On- Line Instructor (Part-Time)

QUALIFICATIONS: A minimum of three successful years of teaching experience at the secondary level

Knowledge of distance-learning environment:

- 1) Possesses strong oral and written communication skills.
- 2) Works independently with little direct supervision.
- 3) Works as part of a team.
- 4) Accepts responsibility and is self-motivated.
- 5) Demonstrates strong work ethic to achieve school goals.
- 6) Effective multi-tasking and time management skills
- 7) Utilizes all required FLVS computer applications
- 8) Knowledge of the Internet and Web-related technologies

Valid Florida teaching certificate in relevant Subject Area

REPORTS TO: Escambia Virtual Academy Franchise Manager

JOB GOAL: Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. This person is responsible for organizing and implementing an instructional program that results in students achieving academic success in accordance with Escambia Virtual Academy and state policies and laws.

ESSENTIAL FUNCTIONS:

- 1) Plans, prepares, and implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- 2) Identifies, selects, creates and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- 3) Assists in assessing changing curricular needs and offers plans for improvement.
- 4) Maintains effective and efficient record keeping procedures.
- 5) Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- 6) Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- 7) Collaborates with peers to enhance the instructional environment for students by participation in activities including, but not limited to, the following: team teaching, meetings, staff development, communities of practice, and committees.
- 8) Models professional and ethical standards when dealing with students, parents, peers, and community.

- 9) Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- 10) Establishes and maintains cooperative working relationships with students, parents, and colleagues
- 11) Assumes responsibility for meeting his/her course and school-wide student performance goals.
- 12) Demonstrates gains in student performance.
- 13) Participates in presentations about online teaching including, but not limited to, the following: presentations, authoring articles, research and sharing of information for professional growth, student outreach events and activities.
- 14) Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.
- 15) Performs other duties and responsibilities as assigned by his/her supervisor.
- 16) All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

SALARY: Established rate per student completer per course per semester