

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TEACHER, VIRTUAL

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Operational knowledge of the internet and web-related technologies; possess strong verbal and written communication skills; work independently with little direct supervision; demonstrated ability to collaborate on group projects and work as part of a team; must be responsible, accountable and self-motivated; demonstrate strong work ethic to achieve school/program goals; display effective prioritizing, organizing, and time management skills; ability to meet aggressive deadlines; ability to learn and apply all required and recommended LCSB computer applications to create efficiency and consistency in internal workflows and instructional practices; ability to work from home or an assigned campus, as determined by supervisor; some travel to district schools may be required. Knowledge of subject area, prescribed curriculum and child development. Demonstrate oral, written and electronic communication skills; knowledge of current educational trends and research; planning and organization skills; supervision of students; behavioral management techniques; skill in analyzing, diagnosing and evaluating; knowledge of varied learning styles; ability to work independently; self-motivated and self-disciplined; effective time management; ability to manage multiple tasks at one time.

REPORTS TO:

Assigned administrator

JOB GOAL

To implement that portion of the instructional program for which he/she has been specifically assigned.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Provide the appropriate educational opportunities and instruction for each student, according to his/her needs and abilities.
- 2) Prepare, in advance, appropriate lesson plans.
- 3) Keep accurate records, tests, reports, etc., as required by Florida Statutes, Regulations, and School Board Policy.
- 4) Establish and maintain open communication with parents; establish and maintain good rapport with students, school personnel, and parents.
- 5) Work with fellow teachers, assistants, parent volunteers, administration, etc., in planning for instruction.
- 6) Participate in staff development and in-service training.
- 7) Establish and maintain a classroom atmosphere conducive to teaching and learning; plan and implement use of instructional time effectively.
- 8) Implement School board and school-based policies and procedures in order to uphold district regulations.

TEACHER, VIRTUAL (Continued)

- 9) Work closely with guidance personnel to assist students with special needs.
- 10) Communicate curriculum and student-related information effectively in oral and written mode.
- 11) Establish a daily schedule, commensurate with the current contract, which may include evening, online office hours.
- 12) Hold regular online sessions for additional assistance and enrichment.
- 13) Create an online classroom environment that is conducive to learning and appropriate to the developmental stages of students.
- 14) Utilize classroom management skills, techniques conducive to an effective online learning environment.
- 15) Accurately account for all educational and electronic equipment and materials needed for instruction.
- 16) Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- 17) Perform other incidental tasks consistent with the goals and objectives of this position.
- 18) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 5
Lane 8 of the Instructional Salary Schedule
Job Code 51090

Board Approved 12/08/2020