

**GUILFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: VIRTUAL LEARNING TEACHER

Under general supervision, serves as the core content teacher of record for Guilford County Schools Virtual Public School (GCSVPS) through the use of online media. Online instructors report directly to the Coordinator of Virtual Learning.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

All online courses are taught using the Guilford County Schools Learning Management System. Teachers are expected to attend professional development trainings in order to be proficient in the use of the management system.

Online teachers are required to have a current NC teaching license in the content area they wish to teach. It is preferred, but not required, for teachers to have a minimum of three years teaching experience in the selected content.

Online teachers also must have excellent computer skills and have an intuitive belief in their ability to communicate virtually. Teachers must be prepared to spend more time on-line with students, teaching and directing, than would be customary for a normal classroom teacher. Teachers will need to establish “office” hours that make themselves available to students and parents that may have varying schedules.

Expectations:

- Meet minimum weekly contact quota
- Maintain a Contact Log and update it weekly
- Grade submitted assignments daily
- Follow and document IEP/504 Guidelines
- Provide prompt and meaningful instructional feedback on each assignment
- Participate in department and PLC meetings
- Submit grade/progress reports by due date
- Participate in all required professional development
- Post instructional announcements daily
- Attend and complete all required meetings/ trainings
- Adhere to all current district policies and guidelines
- Adhere to all copyright laws and Fair Use Guidelines

VIRTUAL LEARNING TEACHER

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education with NC teaching licensure and highly qualified status in the specific content area they are assigned to teach.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work. Must also be able to drive an automobile and have a personal automobile for daily use.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in variety of technical or professional languages including medical, legal and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment. Requires the ability to drive personal vehicle between school sites on a daily basis.

VIRTUAL LEARNING TEACHER

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to maintain order and discipline in a classroom.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitates by work assignments.

Knowledge of best practices for educating students utilizing instructional technologies and related resources used for effective instructional delivery in schools.

Understanding of NC Occupational Course of Study and standards/best practices for working with students with disabilities.

Excellent public relation skills, oral and written communication skills, problem solving skills, and team-building skills.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a

VIRTUAL LEARNING TEACHER

comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.