

Teacher (Full Time) Job Description

Position Summary:

Under the direct supervision of the principal or designated school administrator, full time online instructors are responsible for ensuring students meet all learning objectives and successfully complete their course as outlined in the course description, lesson topics and syllabus. It is their responsibility to ensure students achieve and demonstrate mastery of learning objectives and receive appropriate feedback and assessments of their progress throughout the course. To provide onsite tutoring and course guidance to ensure student success as well as instruct enrichment and elective courses.

Essential Duties and Responsibilities:

Teacher is responsible for the overall facilitation of assigned courses and shall perform the required duties within the time periods during the term, including intermediate time periods. Specific duties include but are not limited to:

1. Instructors must respond to students within a timely fashion, by answering questions and emails within 1 business day, and reviewing/grading assignments and exams within 2 business days. Additionally, they must track, monitor, advise, and openly discuss course curriculum with students as needed throughout the course;
2. Create a weekly announcements and log attendance information in the Learning Management System (by the designated day) documenting student work progression for each week a student is enrolled in the teachers course(s);
3. Maintain course section setup per prescribed expectations;
4. Meet regularly with principal and/or administration;
5. Work full days in the local office on rotating basis. Teacher schedule to be determined collaboratively with full time teaching staff and administration. Duties in local office to include:
 - Tutoring students in face-to-face or virtual small group, or individual sessions;
 - Responsible for assigned student caseload, monitor progress, meet weekly with teaching and support staff to implement and monitor Response To Intervention;
 - Communicate regularly with students who do not attend in person;
 - Collaborate end of course preparation, college and career readiness activities;
6. Will serve as proctor during all state testing sessions for students.
7. Faculty member will attend regularly scheduled collaborative staff meetings;
8. Assist teachers with course set up and organization in LMS.
9. Instruct high school students within the assigned content area and serve as an instructional model for less experienced faculty members. This includes preparing course websites, course calendars with web sessions and assignments.
10. Teach a live lesson (using specified program) once a week for each course (or group of students in similar courses);

11. Develops and maintains relationships through regular interaction and communication with academic staff, faculty, students, and parents; advises the principal and mentor of class and student needs;
12. Will participate in the development and review of instructional strategies, assignments, and assessments for assigned courses;
13. Will act as an advisor to a student club or activity;
14. Participate and facilitate in all teacher training and professional development activities required by the school, and any and all training and certification maintenance requirements mandated by state law;
15. Assist in promoting the online high school model to potential students and families;
16. Assist with student retention as needed;
17. Attend all school events annually, including, but not limited to clubs and activities, or career nights;
18. Attendance and participation at student/parent orientations and graduation is required;
19. Perform other duties as assigned.

Qualifications:

1. Education - Four year (BA) college degree accredited by an agency recognized by the Department of Education (an additional 2 year MA degree is recommended).
2. California Teacher certification - is required
3. Highly Qualified status - must be considered highly qualified by CDE or have concrete schedule for achieving HQ within 2 years.
4. Work / Field Experience - Preferred: three years work experience in the area of interest being instructed.
5. Writing/Communication Skills - Excellent use of the English language, excellent writing skills (correspondence through email is an essential component; we recommend that you can type at least 30 wpm).
6. Computer Skills - Must be computer literate and extremely familiar with online technologies. Must be adept at word processing, email, search engines, and web browsing.
7. Online Teaching Experience - Online teaching experience is preferred, but not required.

Equal Employment Opportunity

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