

## **Teacher (Part Time) Job Description**

### **Position Summary:**

Under the direct supervision of the principal, part 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.

### **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, a 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 attendance quiz and log attendance information in the Learning Management System (within 24 hours) documenting student work progression for each week a student is enrolled in the teachers course(s)
3. Serve as a part-time faculty member for on-line high school courses. This includes preparing course websites, course calendars with (using specific Learning Management System) and assignments.
4. Instruct high school students within the assigned content area and serves as an instructional model for less experienced faculty members.
5. Teach a live lesson (using specific Learning Management System) once a week for each course (or group of students in similar courses).
6. 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.
7. Will participate in the development and review of instructional strategies, assignments, and assessments for assigned courses.
8. May elect to act as an advisor to a student club or activity.
9. Participate 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.
10. Assist in promoting the online high school model to potential students and families
11. Assist with student retention as needed.
12. Grading for Course Extensions as determined and approved by Principal or Director of Educational Services.
13. Perform other duties as assigned or apparent.

**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. Teacher certification - is required and/or a minimum of 3 years college/adjunct teaching experience
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 recommended but not required.

**Equal Employment Opportunity**

Atkinson Academy is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the bases of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to work conditions, training, promotion and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should contact Atkinson Academy. Notification may be in person, in writing or by calling (916) 977-3790.

