BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Temporary Virtual Instructor

FLSA: Exempt

GENERAL SUMMARY
The Temporary Virtual Instructor is responsible for instruction and overall academic support to students assigned to an online course. The online instructor is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Berkeley County School District's policy and Berkeley County Virtual Learning Program's expectations. Virtual Instructors are temporary, part-time employees and report to the Director of Virtual Learning in the Office of Technology.

ESSENTIAL FUNCTIONS
● Extensive knowledge of online learning models, procedures, technology, and courseware.
● Knowledge of the National Standards for Quality Online Learning
● Proficient in a productivity suite and cloud computing concepts.
● Knowledge of teaching and learning processes.
● Knowledge of organization and management theory and practice.
● Strong oral and written communication skills.
● Ability to work independently with little direct supervision.
● Ability to work as part of a team.
● Ability to manage multiple teaching assignments
● Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, and coordinating resources and meetings in an effective and timely manner
● Self-motivated and accepts responsibility.
● Operational knowledge of the Internet and web-related technologies.
● Exhibit knowledge of standards-based curriculum and instructional programs and practices for the appropriate grades level in an online learning environment
● Ability to motivate students in a virtual learning environment.
● Effective multitasking and time management skills.
● Ability to navigate multiple digital content platforms
● Models and clarifies course expectations
● Strong work ethic to achieve school/program/district goals. Maintain student confidentiality and appropriate student files and/or work samples
● Demonstrate effective data-based problem-solving skills

PERFORMANCE RESPONSIBILITIES

- Make initial student contact within the first 72 hours of enrollment (email login instructions, welcome letter, etc.)
- Attend open house events prepared to share and orient families with course information and expectations
- Schedule a welcome call with the student and parent within the first week of a student's enrollment
- Assist students and parents with technical support relating to internet-based programs and systems used for instruction in the course
- Structures individualized pacing based on student needs
- Maintain a presence within an online course by posting announcements, moderating class discussions, providing instructional support, and providing feedback on student work
- Maintain contact with students a minimum of two times per week via email, video conference, discussion board, feedback on assignments, weekly agenda, PLDs, virtual meeting, or phone call
- Maintains regular office hours for student support, communication, and feedback at a minimum of 5 hours per week
- Provide quarterly updates on virtual course progress to ensure students stay on track and meet learning targets
- Respond to communication from students and other stakeholders within 48 hours
- Make contact at the time of progress reports with parents and site coordinators of all students
- Weekly progress communication should be conducted for any student whose expected grade is below 70% or who is more than 5 assignments behind
- Ensure instructional modifications are being met as required by a special education student's IEP or 504
- Enter online grades for student assignments and provide specific/individualized feedback on the following designated office time
- Resolve stakeholder concerns in a positive manner
- Log all communication with parents and students into the communication system
- Ensures that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification
- Alert site administrator when a student or parent, fails to respond to attempts to communicate
- Adhere to and enforce the BCSD Acceptable Use Policy, Uniform Grading Policy, and Academic Integrity Policy. Report any concerns to the Director of Virtual Learning
- Attend professional development as assigned

QUALIFICATIONS:

- Hold a valid South Carolina certification and be highly qualified in the appropriate area of instruction
- Minimum of three years of successful teaching experience
- Previous experience as an online teacher preferred
- Knowledge of Learning Management Systems (LMS) preferred
- Demonstrated proficiency in written and spoken interpersonal communication skills
- Demonstrated proficiency in the use of technology
- Online teaching endorsement OR successful completion of online instruction training program as set forth by Berkeley County School District
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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Signature   Date