TITLE: TCHR Virtual Campus Teacher

DEPARTMENT: Office of Academics

REPORTS TO: Director of Secondary Teaching and Learning

RECEIVES GUIDANCE FROM: Manager of Online Learning and Digital Literacy

BASIC FUNCTION:
The DMPS Virtual Campus program consists of highly qualified and motivated teachers to work in an innovative environment. Virtual Campus teachers are part of a pioneering effort in our system. Teachers are responsible for ensuring that students achieve mastery of learning goals. Teachers provide guidance, instruction, and support to manage the learning process and focus on individual student needs. Teachers monitor student progress through their engagement in courses on the Canvas LMS, and work actively with students and parents to advance each child’s learning.

Teaching in the Virtual Campus pilot requires a strong educational background and a firm understanding of how best practices from traditional classroom models can be applied to a virtual environment. Though the primary focus is on academics, Virtual Campus teachers must be comfortable using technology and supporting new users of technology. It is vital that they are flexible and personally accountable.

ESSENTIAL FUNCTIONS:
1. Plan, design, and incorporate student-centered strategies to encourage active learning, interaction, participation, real-world application, and collaboration in an online educational environment.
2. Provide online leadership in a manner that promotes student success through regular feedback, prompt response, and clear expectations.
3. Model, guide, and encourage legal, ethical, safe, and healthy behavior related to technology use.
4. Be understanding of and responsive to the individual needs of students in the online classroom.
5. Demonstrate competencies in creating and implementing assessments in online learning environments in ways that ensure validity and reliability of instruments and procedures.
6. Develop and deliver assessments, tasks, and projects that meet standards-based learning goals and evaluate learning progress by measuring student achievement of learning goals.
7. Employ data and findings from student evidence, assessments, and other data sources to modify instructional methods and content to guide student learning.
8. Provide students continuous, effective feedback for improvement and support on content-related questions through the district learning management system to support student learning.
9. Continually assess students’ learning styles and needs and plans for success by providing assistance with daily assignments and projects.
10. Select and uses a variety of online tools for communication, productivity, collaboration, analysis, presentation, research, and online content delivery as appropriate to the content area and student needs.
11. Provide a variety of ongoing and frequent teacher-student interaction, student-student interaction, and teacher-parent interaction and teacher-mentor interaction opportunities.
12. Provide accommodations identified by a student’s Individualized Education Plan (IEP) or 504 Plan.
13. Collaborate with other teachers to provide MTSS and student intervention initiatives.
14. Maintain and submit required documentation, data, and compliance reports when requested.
15. Attend required professional development and program training activities and dates.
16. Participate in student recruiting sessions and other marketing efforts that require teacher representation.
17. Work as an advisor and collaborates with school counselors to ensure students and families are receiving appropriate communications, are making adequate progress, and ensuring established goals are met.
18. Create and maintain organizational habits and spaces to effectively work remotely.
19. Participate in flexible scheduling; occasionally working evening hours.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):
1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required:
1. Iowa teaching license
2. Fully Endorsed in Content Area
3. Ability to work remotely, if necessary
4. High degree of flexibility
5. Demonstrated record of exceptional teaching skills
6. Exceptional interpersonal communication skills, including oral, written, and presentation skills
7. Competency working in a culturally diverse environment or the willingness to acquire these skills

Desired:
1. Master’s degree
2. Comfortable with Canvas LMS, or willingness to acquire these skills
3. Experience with Virtual Teaching and Learning
4. Experience working with at-risk students

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<tr>
<th>PHYSICAL DEMAND:</th>
<th>FREQUENCY:</th>
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<tbody>
<tr>
<td>1. Standing</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>2. Walking</td>
<td>Constant 67%+</td>
</tr>
<tr>
<td>3. Sitting</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>3. Bending/Stooping</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>4. Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>5. Climbing/Stairs</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>6. Driving</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>7. Lifting</td>
<td>30 lbs</td>
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<tr>
<td>8. Carrying</td>
<td>35 feet</td>
</tr>
<tr>
<td>8. Carrying</td>
<td>Occasional 1% - 32%</td>
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All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Date: 6/5/2018

*This job description is not approved without the signature of a Human Resources Representative.