



## DPS Ignite Online Academy Teacher Job Description

**JOB TITLE:** DPS Ignite Online Academy Teacher

**REPORTS TO:** Principal of Ignite Online Academy

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 10 months, Certified, Exempt

**SUMMARY:** The Ignite Online Academy teacher will plan, organize, and facilitate instruction in a blended or online environment to help students learn subject matter and skills that will contribute to their educational and social development. Ignite Online Teachers will design and facilitate high quality online learning experiences while personalizing learning pathways for students and building strong community.

**TO APPLY:** Complete the Ignite Online Teacher application in [Applitrack](#) and submit [this form](#) to provide your supplemental materials. You must complete both to advance in the application process. Here is the supplemental form as a short link: [bit.ly/teachignitedps](https://bit.ly/teachignitedps)

### IGNITE ONLINE TEACHER-LEADER PROFILE:

We will build an entrepreneurial, teacher-leader culture where all team members will play a collaborative role in reimagining what is possible for online education and the future of school. Ideal teacher leaders will be energized by a face-paced, innovative environment. We expect teacher-leaders to possess these qualities:

- Has command of executive functions and core values
- Displays a learners mindset toward digital literacy
- Is innovative, collaborative, & joyful
- Centers justice & equity

### QUALIFICATIONS SUMMARY:

1. Strong knowledge of NC Standard Course of Study in designated content.
2. Highly Qualified to teach in the licensure area for which you apply to develop content.
3. Experience with web designs, page layouts, and web presentation techniques.
4. Prior experience integrating a variety of technology tools into instruction.
5. Able to work in Canvas LMS environment to develop online courses.
6. Able to deliver live instruction including engagement and feedback through video and zoom.
7. Able to adapt resources to facilitate learning in an online environment.
8. Able to work remotely and meet deadlines.
9. Researching and resolving technology issues.
10. Strong organizational skills and attention to detail.
11. Practical experience translating learning outcomes into lessons and programs.
12. A working understanding of brain science and how people learn.
13. Willingness to learn and develop strategies that support the ISTE Standards for Students.
14. Ability to meet with students in person as required by the Principal of Ignite Academy.
15. Strong writing and visualization skills.

## **RESPONSIBILITIES & DUTIES:**

### Demonstrate Leadership:

1. Take responsibility for all students' learning.
2. Communicate vision to students.
3. Use data to organize, plan, and set goals.
4. Establish a safe and orderly online environment.
5. Empower students to own their online learning.
6. Work collaboratively with all school personnel to create a professional learning community.
7. Develop goals and strategies to advance the mission of Ignite Online Academy.
8. Collaborate with colleagues to support students working remotely.
9. Strive to improve the online learning offerings in Durham Public Schools and teacher profession.
10. Contribute to the establishment of positive working conditions.
11. Participate in decision-making structures.
12. Promote professional growth.
13. Advocate for positive change in policies and practices affecting student learning.
14. Uphold the Code of Ethics and Standards for the Professional Conduct.
15. Attend all required training related to the use of virtual instructional strategies at the school or the District, including initial on-boarding training and ongoing coaching sessions.
16. Facilitate timely and professional communication across schools (parents, students, school support staff) and with the Curriculum & Instruction team as necessary.
17. Model the use of technology in instruction, assessment, and communication.

### Establish a Respectful Environment for a Diverse Population of Students

1. Encourage an online environment that is inviting, respectful, supportive, inclusive, and flexible.
2. Demonstrate knowledge of diverse cultures.
3. Select materials and develop lessons that counteract stereotypes and incorporate contributions.
4. Recognize the influences on a child's development, personality, and performance.
5. Consider and incorporate different points of view.
6. Maintain high expectations for all students.
7. Appreciate differences and value contributions by building positive, appropriate relationships.
8. Collaborate with specialists in an online environment.
9. Engage students and ensure they meet the needs of their students through inclusion and other models of effective practice.
10. Improve communication and collaboration between the school and the home and community.

### Know the Content

1. Teach the North Carolina Standard Course of Study.
2. Develop and apply strategies to make the curriculum rigorous and relevant.
3. Develop literacy skills appropriate to specialty areas.
4. Develop cross-curricular links in lesson design.
5. Direct students' curiosity into an interest in learning.

6. Know links between grade/subject and the North Carolina Standard Course of Study.
7. Promote global awareness and its relevance.
8. Incorporate life skills which include leadership, ethics, accountability, adaptability, personal productivity, personal responsibility, people skills, self-direction, and social responsibility.
9. Develop an understanding of effective instructional strategies in an online environment, including the ethical use of technology to support learning.
10. Develop an understanding of the tools used in online instruction.

#### Facilitate Learning for Students

1. Know how students think and learn in an online environment.
2. Understand the influences on student learning and differentiate instruction.
3. Keep abreast of evolving research, specifically as it relates to online learning.
4. Adapt resources to address the strengths and weaknesses of students.
5. Collaborate with colleagues virtually.
6. Use multiple indicators, both formative and summative, to evaluate student progress and engage in short- and long-range planning.
7. Monitor and modify plans to accelerate and personalize student learning.
8. Respond to cultural diversity and learning needs of students.
9. Employ a wide range of techniques using information and communication technology, learning styles, and differentiated instruction.
10. Help students use technology to learn content, think critically, solve problems, discern reliability, use information, communicate, innovate, and collaborate.
11. Help students develop critical thinking and problem-solving skills utilizing technology
12. Teach the importance of cooperation and collaboration.
13. Organize learning teams to help students define roles, strengthen social ties, improve communication and collaboration, interact with different cultures and backgrounds, and develop leadership qualities.
14. Use assessment systems to inform instruction and demonstrate evidence of students' 21st century knowledge, skills, performance, and dispositions.
15. Establish a safe and orderly virtual classroom, with a structure that supports student access to curriculum resources, assignments, teacher feedback, and class policies & procedures.
16. Adapt online resources and instructional activities to address the student strengths and weaknesses.
17. Engage students in the learning process with the use of blended strategies (traditional and electronic).
18. Help students build their digital literacy skills as measured by the ISTE Standards for Students.
19. Facilitate students' ethical use of technology to support learning.
20. Meet with students in person as required by the Principal of Ignite Academy.

#### Reflect on Practice

1. Analyze student learning.
2. Think systematically and critically about learning in their online learning classroom: why learning happens and what can be done to improve student achievement.
3. Collect and analyze student performance data to improve effectiveness.
4. Participate in continued, high quality professional development.

5. Investigate and consider new ideas that improve teaching and learning.
6. Adapt practice based on data.

#### Other

1. Attend all required school or district training.
2. Utilize current technology to complete tasks.
3. Interact and answer questions professionally and appropriately with staff members, administration, parents, the public and district staff in person, email, and via telephone.
4. Perform other duties and responsibilities as assigned by the supervisor.
5. Ability to constantly monitor the safety and well-being of students in an online environment.
6. Ability to use G Suite for Education and Canvas LMS.
7. Ability to troubleshoot basic technology challenges in real time.
8. Ability to use Zoom & document cameras or willingness to learn to use these tools.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of personnel.

#### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

Must be a graduate from a 4 year accredited college or university. A degree in education is preferred or meet the requirements to obtain a teaching license. This position requires a North Carolina teaching license.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to constantly monitor the safety and well-being of students.
2. Ability to motivate students.
3. Ability to maintain a clean and orderly environment.
4. Ability to perform general clerical duties.
5. Ability to maintain order and discipline in a classroom.
6. Ability to operate common office machines.
7. Ability to maintain basic files and records.
8. Ability to understand and follow oral and written instructions.
9. Ability to establish and maintain effective working relationships.

#### **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 the amount of time spent standing and/or walking, and sitting and working with technological equipment, physical requirements are consistent with those for Light Work, lifting boxes up to 20 pounds.

#### **DISCLAIMER:**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.