Position: Virtual Learning Teacher

Assignment: Virtual Learning Teacher

Wage/Hour Status: Exempt

Reports to: Director of Virtual Learning

Pay Grade: TC100/216 days

Dept./School: Virtual Learning Academy

Date Revised: Fall 2026

Primary Purpose:

Provide students with appropriate learning activities and experiences to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. Develop online courses and support adjunct teaching staff.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate, with required endorsements for subject/level assigned - Secondary Social Studies
- Online Teacher Certification Required (may be obtained after hire)

Special Knowledge/Skills/Experience:

- 3 years of teaching classroom and or online teaching experience
- Demonstrated competency in the core academic subject area assigned
- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- General knowledge of teaching and learning in an online/blended environment
- General knowledge of instructional design practices for distributed learning

Major Responsibilities and Duties:

- Continually evaluate and update assigned subject-area online courses.
- Teach multiple assigned courses with the ability to work with multiple preps and student pacing simultaneously.
- Participate in ongoing professional development specific to online teaching and course development.
- Demonstrate understanding that the teacher is the key to success for an online student and the importance of building rapport as a basis for student success.
- Maximize LMS tools and analytics to regularly monitor student progress through course assignments with attention to individual learner needs and individualized instruction.
- Use synchronous and asynchronous tools to communicate with students. Provide prompt, relevant, and constructive feedback on student assignments and progress throughout the course.
- Follow established communication norms that include timely responses for returning emails, chat messages, calls, assignment feedback, and parent follow-up communications.
- Meet with students on campus and/or through synchronous online tools to provide additional academic support or proctor assessments as needed.

- Notify parents and designated stakeholders (e.g., home district coordinators for non-LISD students) of students' progress according to district and campus guidelines and expectations.
- Establish and maintain a community of online learners by using collaboration and rapport building techniques.
- Participate as subject matter expert and designer during course development and revision of courses within certificated subject areas.
- Conduct and document course reviews for TEKS and NSQOC alignment within designated subject area, following campus, district, and state review schedules and guidelines.
- Assist with accessibility review for all courses within discipline, following campus, district, and state review schedules and guidelines.
- Help prepare courses for use by VLA adjunct teachers within designated subject area.
- Assist with training and mentoring of VLA adjunct teachers.
- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
- Plan and prepare lessons that use appropriate instructional and learning strategies, activities, and materials, incorporating multiple learning modalities and approaches. Follow individual accommodation plans for students with learning differences.
- Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with district requirements.
- Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).
- Effectively utilize a variety of technologies in the teaching/learning process, including current and emerging technologies advanced by the program and the district.
- Help students analyze and improve online learning skills, including organization, time management, communication, and collaboration.
- Conduct effective summative assessment and ongoing formative assessment of student learning.
- Assume responsibility for sponsored outside activities approved by administration, such as campus visits for program promotion or training for adjunct teachers.
- Provide supervision of students during in-person events (e.g. test proctoring) to ensure students are properly monitored.
- Be a positive role model for students and support the mission of the school district.
- Create an online learning environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct and Student Handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.
- Establish and maintain open lines of communication by conducting conferences with parents, students, counselors, home district coordinators, principals, and teachers.
- Maintain a professional relationship with all stakeholders associated with VLA including colleagues, counselors, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.
- Periodically attend local, regional, and national conferences.
- Stay informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Compile, maintain, and file all physical and digital reports, records, and other documents required.
- Attend and participate fully in faculty meetings, professional learning community meetings, and other staff development events.

- Serve on staff committees as required.

Mental Demands/Physical Demands/Environmental Factors:

- High degree of flexibility and willingness to work prolonged non-traditional hours, including evening and weekend hours to support student and program needs.
- The ability to travels to different LISD campuses, work remotely, as well as in the VLA office as deemed necessary by the Director of Virtual Learning.
- Frequent standing, stopping, bending/stooping, pushing/pulling.
- Frequent light lifting (25 pounds or less); Move small stacks of textbooks, media equipment, desk, and other classroom equipment.
- Standard office equipment including personal computer and peripherals.
- Work with frequent interruptions.
- Maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position qualifies for remote work or work from home status but is also required to be performed at the location specified as determined by the Director of Virtual Learning.

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Signature Date

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Print Name