



Immediate Supervisor	Secondary Principal	FTE	1.0 year round	FLSA Status	Exempt
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Position Summary

The Online Instructor is responsible for delivering high-quality, engaging instruction to middle and high school students (Grades 6–12) in an asynchronous virtual learning environment. The Online Instructor designs, facilitates, and assesses coursework aligned to state academic standards, maintains consistent communication with students and families, and collaborates with school staff to support student success. This position requires flexibility, self-direction, and a strong commitment to ensuring student belonging and academic success for each and every student, as well as equitable access in digital learning.

Essential Duties and Responsibilities:

Instruction & Curriculum Delivery

- Deliver engaging daily instruction using Accelerated Education, Schoology (LMS) and approved curriculum materials.
- Develop and adapt lesson plans, assignments, and assessments aligned to state standards and course objectives.
- Facilitate synchronous virtual sessions (GoogleMeet) for office hours and manage asynchronous classes.
- Differentiate instruction to meet the diverse academic, social-emotional, and linguistic needs of all learners.

Student Support & Communication

- Monitor student progress, attendance, and engagement; proactively intervene when students are at risk.
- Provide timely, meaningful feedback on student work, typically within 48–72 hours.
- Maintain regular communication with students and families regarding academic progress, expectations, and resources.
- Participate in student support team meetings, IEP/504 conferences, and parent-teacher conferences as needed.

Professional Responsibilities

- Maintain accurate and up-to-date grade records in Infinite Campus (student information system).
- Adhere to district policies, grading timelines, and reporting deadlines.
- Participate in professional development, staff meetings, and collaborative planning sessions.
- Collaborate with fellow instructors, instructional coaches, counselors, and administrators to support a cohesive online learning community.
- Uphold student data privacy and digital safety standards in compliance with FERPA and district policy.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> • Bachelor's degree in Education or relevant content area required. • Valid state teaching license/certification (or 	<ul style="list-style-type: none"> • A mission-driven individual with a belief in and commitment to PACT's mission, vision and character-traits. • Knowledge of state academic standards for assigned grade levels and content areas. • Skill in designing accessible, equitable, and engaging online learning experiences.

<p>ability to obtain within required timeframe).</p> <ul style="list-style-type: none"> • Proficiency with Schoology (LMS) and Infinite Campus (SIS), as well as video conferencing tools (Google Meet). 	<ul style="list-style-type: none"> • Ability to analyze student performance data and adjust instruction accordingly. • Strong interpersonal skills and the ability to build meaningful relationships in a virtual environment. • Commitment to ongoing professional growth and reflective practice.
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Employee Signature

Date

Direct Supervisor Signature

Date

Human Resource Specialist Signature

Date