

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER, Virtual School / Computer Lab (All Day)

QUALIFICATIONS

- Bachelor's degree from an accredited educational institution.
- Certified by the State of Florida in the appropriate area.

KNOWLEDGE, SKILLS, ABILITIES

- Operational knowledge of the Internet and Web-related technologies.
- Possess strong verbal and written communication skills.
- Work independently with little direct supervision.
- Demonstrated ability to collaborate on group projects and work as part of a team.
- Must be responsible, accountable and self-motivated.
- Demonstrated strong work ethic to achieve school/program goals.
- Display effective prioritizing, organizing, and time-management skills; ability to meet aggressive deadlines.
- Ability to learn and apply all required and recommended SCPS computer applications to create efficiency and consistency in internal workflows and instructional practices.
- Ability to work from home or an assigned campus, as determined by supervisor. Some travel to district schools may be required.

SUPERVISION

REPORTS TO School Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instructional program that result in students achieving academic success in accordance with District and state policies and laws.

PERFORMANCE RESPONSIBILITIES

1. * Plan and organize for appropriate instruction and educational learning experiences for all students.
2. * Organize and use a variety of materials and equipment as required for planned lesson.
3. * Identify, select, create and modify instructional resources to meet the needs of students from various cultures, learning styles, special needs and socioeconomic backgrounds.
4. * Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking of students.
5. * Base instructional interaction on the developmental stages of students.
6. * Utilize a variety of instructional techniques to meet the individual needs of students.
7. * Guide the learning process for individual students to provide each the opportunity to demonstrate mastery of educational standards and objectives.
8. * Develop, as appropriate, and interpret formative and summative assessments to evaluate students' progress on a regular basis.
9. * Create an online classroom environment that is conducive to learning and appropriate to the developmental stages of students.
10. * Utilize classroom management techniques conducive to an effective online learning environment.
11. * Accurately account for all educational and electronic equipment and materials needed for instruction.
12. * Monitor students in a testing environment and provide for appropriate test security.
13. * Encourage and monitor student academic integrity in the online environment.
14. * Maintain progress monitoring data for each student as necessary and required.

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- 15. * Maintain attendance records, communication logs, grades, schedule of conferences, special events and any assigned duties.
- 16. * Support school improvement initiatives.
- 17. * Collaborate with peers to enhance the instructional environment for students by participation in activities including, but not limited to, the following: team teaching, meetings, staff development, and committees.
- 18. * Assist in the enforcement of all federal, state and district regulations, policies and procedures.
- 19. Perform other duties as assigned by the School Principal and/or Designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

T **\$37,950 - \$73,750**
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	TBD
EEO-5 Line	TBD
Function	Vary
Job Code	1101V
Survey Code	TBD

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 11, 2013

ADA Information Provided by Diane Lewis
Position Description Prepared by Diane Lewis