

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER, Remote Learning Lead

QUALIFICATIONS

- Certification in the appropriate field and a minimum of a Bachelor's degree required. Master's degree or higher preferred.
- Three (3) years of successful teaching experience preferred.
- Experience in design and delivery of distance learning programs.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards as related to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment, and student progression.
- Ability to provide training and guidance related to traditional and digital curriculum and instruction.
- Knowledge of distance learning technology and computer applications, as related to instructional integration in classrooms, teacher and administrator professional development, and differentiated tutorial support.
- Effective skills in oral and written communications with a wide range of audiences.
- Skill in organization, time management, and the ability to plan, organize, and prioritize.
- Ability to communicate and work collaboratively with students, families, and school/district personnel.

SUPERVISION

REPORTS TO Appropriate Director, Coordinator, or Supervisor
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist in the development, implementation, and monitoring of remote learning for students.

PERFORMANCE RESPONSIBILITIES

1. *Identify, select, create, and modify instructional resources to meet the remote learning needs of students from various cultures, learning styles, special needs, and socioeconomic backgrounds.
2. *Analyze student and program related data for the purpose of providing information related to student and program achievement in order to evaluate student growth and program effectiveness.
3. *Support the development of an online classroom environment that is conducive to learning, appropriate to the developmental stages of students, and supports tutorial opportunities.
4. *Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and events.
5. *Participate in meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
6. *Prepare a wide variety of documents including, but not limited to, individual progress monitoring plans for students.
7. *Participate in activities with community stakeholders and/or professional services personnel for the purpose of promoting positive relations and enhancing related educational services.
8. *Support virtual lab facilitators, paraprofessionals, and virtual teachers individually and/or in small groups for the purpose of enhancing their understanding and application of programs, strategies, and materials.
9. *Provide supportive services to parents, teachers, students, and administration.
10. Perform other duties as assigned by the appropriate Director, Coordinator, or Supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, computers, presentation systems, and other technology devices.

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PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.
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 \$40,000 - \$69,500

District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6500
Job Code 10 mo. 1185
Job Code 11 mo. 1186
Survey Code 65012

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

May 12, 2020

ADA Information Provided by Shawn Gard-Harold
Position Description Prepared by Shawn Gard-Harold

T \$45,503 - \$71,394

District Salary Schedule
Months 11
Annual Days 223
Weekly Hours 35
Annual Hours 1561