



# **JOB DESCRIPTION**

## **HS Electives Teacher**

### **– CTE Computer Programming**

#### **SUMMARY**

Instructs students in kindergarten through grade 12 in accordance with state content/common core standards and through intranet and various other distance-learning methodologies using a minimum 512kb/s broadband connection in order to effect high student achievement and graduation. Teachers work a 10-month school year schedule from their Ohio home residences. The exception is for teachers who work from a Regional Education Center; for example the Dayton or Columbus REC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintain established daily office hours of at least 6 hours for direct instruction and interaction with students, parents and administrators, out of a minimum 7 ½ hour work day
- Prepare, update, and deliver classroom lessons for a wide range of abilities or based on individual learning needs to impact student engagement; provide quality lessons that are consistent with the course of study, aligned to State standards, and CCSS.
- Present subject matter in a clear, concise, engaging, and age-appropriate manner; uses asynchronous and synchronous technologies as required by school division.
- Regularly gathers and uses data from a variety of sources, including diagnostic, diagnostic and summative assessments.
- Adapt instructional methods and materials and paces learning activities to meet the needs of individual students as well as the whole class.
- Communicate with students in a respectful and supportive manner that encourages and motivates students. It should be ongoing, reciprocal and indicative of positive teacher-student relationships.
- Use multiple technology tools in all learning environments to facilitate engaging learning experiences for students.
- Maintain records efficiently and timely.
- Monitor student attendance and engagement; refers to the Attendance Department and, or Student Support Specialists after sufficient attempts have been made by the teacher to solve the problem.
- Monitor, support, observe and record student participation and progress, consistently work to increase academic achievement, and provide timely and specific student feedback to encourage academic growth.
- Grade student assignments and assessments as necessary in the IQity Gradebook and records grades in the teaching and learning process within 48-72 hours.
- Return student/parent/supervisor calls within 24 hours.
- Initiate communication with students and parents on a regular basis to discuss engagement and academic achievement, always maintains a positive, professional approach.
- Refer students to school counselors as needed for personal/social, academic, and career concerns.
- Create, post and guide students through weekly assignments.

- Refers students and parents to appropriate technical assistance departments as needed.
- Schedule and monitor live instruction; i.e. live sessions or discussion boards to create student interaction as directed by the principal.
- Monitor and correct behavior as necessary in live sessions, discussion boards, e-mails, and on field trips.
- Coordinate class field trips or other social interaction events where appropriate.
- Implement the RtI Process including participation in IEP conferences.
- Research and obtain authorization for appropriate supplemental websites to enhance instruction; prepare supplemental resources to provide educational opportunities.
- Serve as a site coordinator or proctor during required state testing; approximately 2 to 3 weeks of the current school year while maintaining daily teaching responsibilities.
- Meet regularly with school administrators to review teaching performance, professional goals and student academic achievement.
- Participate in subject and/or grade level meetings.
- Attend parent/teacher conferences, teacher convocation, professional training opportunities, ECOT sponsored events in your area, and graduation ceremony.
- Maintain a professional, organized work environment in home office using generally accepted business practices.
- Assist parents and students with questions regarding ECOT.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must pass a pre-employment criminal background check and drug screen. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be highly qualified.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited four-year college or university; proficiency in technology applications; classroom experience preferred. Must be highly qualified in the area you teach.

### **INTERPERSONAL SKILLS**

Proven ability to effectively relate to people with a variety of educational backgrounds and communication skills.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common educational and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to internal or external groups or organizations.

### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Ohio Teaching Certificate/License in subject and grade level of assignment. Valid Ohio Driver's license or valid driver's license from another state and ability to secure an Ohio Driver's License within 30 days of assuming this job. Must maintain in force at all times personal automobile liability insurance coverage at levels acceptable to the company.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally and independently operate their privately owned motor vehicle within the laws of the State. The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to travel; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and overnight travel/stays. The noise level in the work environment is usually moderate.