



Adjunct Remote Learning Teacher

FLSA Status:

Exempt

Qualifications:

Desire to continue career improvement by enhancing skills and job performance
Minimum of Bachelor's Degree

Certification and Licenses:

Missouri State Teaching Certificate
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Certified

Reports to

Remote learning teachers will report directly to Academic Services during this temporary change in assignment.

Terms of Employment

Teacher contract days with benefits according to Board policy. Appointment for 2020-21 school year only. The teacher will be placed back to their previous position once the District has determined the need for remote teaching is no longer necessary. Teachers may be required to report to a district location during working hours.

Purpose Statement

To create a flexible grade level program in an online class environment favorable to learning that is favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for lifelong learning, in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

Performance Responsibilities for Online Instruction

- Instructs through the online platforms: Google Classroom or Canvas.
- Leads online discussions of the course material via Google Classroom or Canvas.
- Responds to student comments and questions posted online.
- Evaluates student assignments, projects, tests and other assessments.
- Conducts daily "live" instruction through Google Meet or Canvas.
- Teaches specified content area to students in an online environment using the course of study adopted by the Board of Education and other appropriate learning activities.
- Instructs pupils in digital citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.

- Evaluates students' academic and social growth, keeps appropriate records and prepares progress reports.
- Communicates with parents through online meetings, email or phone calls to discuss student needs. Work with other professional staff to assess and help students solve health, attitude and learning issues.
- Administers group standardized tests in accordance with district testing program
- Participates in curriculum development programs as required.
- Provides regular office hours to students for instructional help.
- Participates in professional development opportunities at both the building and district level

Essential Job Functions

- Abides by Missouri statutes, school board policies and regulations and upholds school rules and administrative regulations.
- Ability to develop and foster positive relationships and sense of community with students through a virtual format
- Attends meetings and performs duties as assigned by administrators or supervisors.
- Participates in faculty, grade level and subject area committees and sponsorship of pupil activities.
- Maintains a cooperative relationship with staff, students, and community.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Creates an environment for learning through student friendly explanations and organization of materials.
- Creates and implements a positive classroom environment.
- Manages and maintains an orderly and safe classroom.
- Communicates with administrators, parents, students, and staff members.
- Communicates with parents through conferences and other means to discuss pupil's progress and interprets school programs.
- Understands students on an individual level and differentiates instruction based on student needs.
- Exhibits dependability and punctuality in assigned duties.
- Strives to achieve the objectives and expectations of the Educator Performance Improvement Cycle.
- Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK)
- Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interest, and abilities of the students.
- Recognizes the teacher responsibility for monitoring student progress and adjusting instruction accordingly.
- Meets and instructs assigned classes through virtual meetings and works with students/parents to determine designated times.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Proficiently uses the Google Suite and other outside digital resources to engage and enhance teaching and learning.
- Uses district software for recording grades and finding student information.
- Utilizes Chromebook and digital resources provided by the district.
- Consistent and regular attendance is an essential function of this position.
- Ability to appropriately use Google suite products and other digital resources to communicate, gather and provide feedback, engage all learners and reteach concepts will be essential
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Teachers will teach according to the district curriculum and the instructional framework.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Participates as a member of an IEP team, 504 team or other student assistance team as requested.
- Prepares lessons a week in advance to push out through Google Classroom or Canvas. If a substitute is required lesson plans will be provided.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements, stages of child development; and behavioral management strategies.

ABILITY is required to build relationships and a community through a virtual environment. The ability to appropriately use Google Suite products and other digital resources to communicate, gather feedback, engage learning, and reteaching are essential.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Conditions and Environment

Employees may be required to report to a district building or office for work purposes, professional development, faculty meetings and/or trainings. Due to the nature of the remote learning environment, class sizes may be elevated outside of the standard range and teachers may be responsible for multiple grade levels and/or content areas.