



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

POSITION TITLE:	Online Instructor
F.L.S.A.:	Exempt
QUALIFICATIONS:	<p>Valid Missouri Teacher Certificate. Endorsement in either Mathematics or Science preferred. Experience with Blackboard and/or online learning preferred. Effective written communication skills as needed to support the Online Learning Environment. Desire to continue career improvement by enhancing skills and job performance.</p>
REPORTS TO:	High School Principal
TERMS OF EMPLOYMENT:	Teacher contract days with benefits according to Board policy.
JOB GOAL:	To effectively manage the high school's Online Learning Program.
ESSENTIAL JOB FUNCTIONS:	<ol style="list-style-type: none">1. Abides by Missouri statutes, school board policies and regulations.2. Upholds school rules and administrative regulations.3. Attends meetings and performs duties as assigned by administrators or supervisors.4. Participates in faculty, grade level and subject area committees and sponsorship of pupil activities.5. Participates in faculty, grade level and subject area committees and sponsorship of pupil activities.6. Enrolling students in online courses.7. Maintain accurate, complete, and correct records as required by law, district policy and administrative regulation.8. Managing and communicating student attendance and progress in online courses to students and parents.9. Determining when students should work on or off campus.10. Managing course work and grading.11. Teaching students and parents how to monitor course progress.

12. Develop a working knowledge of the online curriculum in order to assist students.
13. Maintain regular communication with administration/supervisor and counseling department with graduation requirements and course completion.
14. 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.
15. Creates an environment for learning through functional and attractive displays, bulletin boards, and interest centers.
16. Create and implement a positive classroom environment.
17. Manage and maintain an orderly and safe classroom.
18. Communicates with administrators, parents, students, and staff members.
19. Communicates with parents through conferences and other means to discuss pupil's progress and interpret school program.
20. Understand students on an individual level and differentiate instructional based on student needs.
21. Supervises pupils in out-of-classroom activities during the assigned working day.
22. Strives to achieve the objectives and expectations of the Teacher Performance Evaluation Plan.
23. Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK)
24. Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interest, and abilities of the students.
25. Recognizes the teacher responsibility for monitoring student progress and adjusting instruction accordingly.
26. Meets and instructs assigned classes in the locations and at the times designated.
27. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
28. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
29. Encourages students to set and maintain standards of classroom behavior.
30. 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.
31. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
32. Consistent and regular attendance is an essential function of this position.
33. Ability to work to implement the vision and mission of the district.

OTHER JOB FUNCTIONS:

1. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
2. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
3. Participates as a member of an IEP team, 504 team or other student assistance team as requested.
4. Prepare lesson plans for use by a substitute teacher.

5. Assist 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.
6. Support district/school decisions in a positive manner with the public, other staff, etc.
7. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
8. Read, analyze and interpret professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
9. Maintains strict confidentiality.
34. Adheres to good safety practices.
35. Adheres to all district rules, regulations, and policies.
36. All other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading or unloading students from district transportation and supervising recess or other activities.