



TITLE: TCHR Virtual Campus Teacher

POSITION INVENTORY: C 52

DEPARTMENT: Teaching and Learning

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator,
Director of Secondary Teaching and Learning, Curriculum
Coordinator

FLSA Status: Exempt	Full Time
195 Day Calendar	7.75 Hour Day

BASIC FUNCTION:

The DMPS Virtual Campus 6-12 school consists of highly qualified and motivated teachers to work in an innovative environment. Teachers are responsible for ensuring that students achieve mastery of learning goals. Virtual teachers provide guidance, instruction, and support to manage the learning process online and focus on individual student needs. Teachers monitor student progress through their engagement in courses on the Canvas LMS, and work actively with students and parents to advance each child's learning. Teaching in the Virtual Campus pilot requires a strong educational background and a firm understanding of how best practices from traditional classroom models can be applied to a virtual environment. Though the primary focus is on academics, Virtual Campus teachers must be comfortable using technology and supporting new users of technology. It is vital that they are flexible and personally accountable.

ESSENTIAL FUNCTIONS:

1. Plan, design, and incorporate student-centered strategies to encourage active learning, interaction, participation, real-world application, and collaboration in an online educational environment.
2. Provide online leadership in a manner that promotes student success through regular feedback, prompt response, and clear expectations.
3. Model, guide, and encourage legal, ethical, safe, and healthy behavior related to technology use.
4. Be understanding of and responsive to the individual needs of students in the online classroom.
5. Demonstrate competencies in creating and implementing assessments in online learning environments in ways that ensure validity and reliability of instruments and procedures.
6. Develop and deliver assessments, tasks, and projects that meet standards-based learning goals and evaluate learning progress by measuring student achievement of learning goals.
7. Employ data and findings from student evidence, assessments, and other data sources to modify instructional methods and content to guide student learning.
8. Provide students continuous, effective feedback for improvement and support on content-related questions through the district learning management system to support student learning.
9. Continually assess students' learning styles and needs and plans for success by providing assistance with daily assignments and projects.
10. Select and uses a variety of online tools for communication, productivity, collaboration, analysis, presentation, research, and online content delivery as appropriate to the content area and student needs.
11. Provide a variety of ongoing and frequent teacher-student interaction, student-student interaction, and teacher-parent interaction and teacher-mentor interaction opportunities.
12. Provide accommodations identified by a student's Individualized Education Plan (IEP) or 504 Plan.
13. Collaborate with other teachers to provide MTSS and student intervention initiatives.
14. Maintain and submit required documentation, data, and compliance reports when requested.
15. Attend required professional development and program training activities and dates.
17. Participate in student recruiting sessions and other marketing efforts that require teacher representation.
18. Work as an advisor and collaborates with school counselors to ensure students and families are receiving appropriate communications, are making adequate progress, and ensuring established goals are met.
21. Create and maintain organizational habits and spaces to effectively work remotely.
22. Participate in flexible scheduling; occasionally working evening hours.
23. Provide both synchronous and asynchronous instruction and learning opportunities.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:Required:

1. Valid Iowa teaching license
2. Fully endorsed in content area
3. Ability to work remotely, if necessary
4. High degree of flexibility
5. Demonstrated record of exceptional teaching skills
6. Exceptional interpersonal communication skills, including oral, written, and presentation skills
7. Competency working in a culturally diverse environment or the willingness to acquire these skills

Desired:

1. Master's degree
2. Experience with a Virtual Teaching and Learning environment
3. Experience with Canvas LMS, or the willingness to acquire these skills

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Occasional 1% - 32%
Sitting	Occasional 1% - 32%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1% - 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (30 lbs.)	Occasional 1% - 32%
Carrying (10 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Frequent 33% - 66%
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Maureen A. Norris

Date: 4/12/2021

*Human Resources Manager

*This job description is not approved without the signature of a Human Resources Representative.