



## K-8 Virtual Learning Teacher

### *Job Description*

<b>Reports To:</b>	Virtual Academy Principal ( <i>or designee</i> )
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Scale:</b>	Range 7
<b>Work Schedule:</b>	190 days/11 months
<b>Location:</b>	Remote Office

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**Position Summary:** *Under the direction of the Virtual Academy Principal or designee, this position promotes the use of technology and innovative approaches to virtual learning to support student achievement in grades TK-8. The virtual learning teacher is responsible for planning, delivering, and assessing the instructional program aligned to the state adopted standards and students' needs. Virtual Learning Teachers are required to participate in all staff meetings, trainings and/or sessions. Virtual Learning Teachers are expected to uphold the school's mission and shared values, philosophy, and policies and procedures.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Delivers orientation, instruction, tutoring sessions and assistance to students through virtual classroom environment
2. Provides clear information to students, parents and Sage Oak teachers regarding class objectives, weekly assignments, homework requirements, grading rubrics and grading scale
3. Creates a semester and year long syllabus/scope and sequence of course content
4. Assesses students abilities as related to desired educational goals, objectives, and outcomes
5. Employs a wide variety of teaching methods designed to create opportunities for deep understanding and differentiated instruction for all levels of ability within a class, including serving students identified with special needs
6. Develops lesson plans and instructional materials and provides whole and small group instruction in order to adopt the curriculum to the needs of each student
7. Uses a variety of assessments such as benchmark exam results, iReady and CAASPP scores to determine and provide differentiated instructional for students
8. Develops and creates new engaging material for students learning in a virtual learning environment, including opportunities for peer collaboration and hands on learning
9. Provides a learning environment that stimulates creativity and individuality to support student success and provides opportunities for project based learning
10. Manages behavior of learners in virtual instructional setting to ensure environment is conducive to the learning process
11. Proactively monitors the progress and learning of students through online platforms and systems and assists students with working towards mastery of content
12. Plans and manages allotted learning time effectively to maximize student achievement

13. Accurately grades work and provides detailed quality feedback to students in timely manner
14. Evaluates students' academic and social growth, keeps appropriate records, prepares progress reports, and communicates with other staff and parents on individual student's progress
15. Holds live virtual weekly 'drop-in' office hours for a minimum of two hours a week
16. Collaborates with additional departments and/or teams to ensure that all students are able to access the curriculum successfully
17. Creates reports as needed for the department regarding student enrollment and progress
18. Records student attendance to be used for state attendance reporting
19. Actively participates in student SST and or/IEP processes and agreements
20. Identifies students' needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems
21. Plans and supervises 1-2 field trip(s) per school year
22. Provides strong parent communication and support:
  - a. Coordinates the parent notification of student progress, with special emphasis on student behind pace or in jeopardy of not passing
  - b. Provides parent with standards
  - c. Provides parent with feedback as necessary
  - d. Supports parents and students with basic computer/software navigation and use

**Paperwork and Documentation:**

The teacher must complete all paperwork and documentation necessary to serve each assigned student. Completed documentation must be submitted by specific due dates as specified by the school. The required documentation includes, but is not limited to, the following:

1. Master Agreements and other enrollment paperwork
2. Attendance documentation
3. Assignment and Work Record (AWR) in School Pathways and any additional records required to document student learning
4. Gradebook and Report Cards
5. Portfolios
6. Purchase Orders
7. Checkout (performed after last day of school)
8. IEP paperwork
9. Additional paperwork as needed

**Advice and Support:**

The virtual learning teacher is expected to serve students with varying needs. A broad base of educational knowledge, as well as a thorough understanding of educational opportunities available through the school, is necessary in order to support families adequately. This knowledge must include, but is not limited to, familiarity with the following:

1. School and Common Core State Standards
2. Curricular options to meet the standards
3. Learning approaches and teaching philosophies
4. School and community in-services available

5. Internet resources
6. Virtual learning
7. Field Trips

The virtual learning teacher is responsible for answering educational questions posed by their families, performing research, using the teacher manual, and consulting their assigned director as needed.

**Other Duties:**

- Proctoring duties as needed during the testing season
- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
- Serves and meets with students during normal business hours unless prior approval has been extended by supervisor
- When appropriate, documents and reports to the school's management all formal disciplinary actions involving staff; if applicable, addressing and resolving complaints from students, parents, and staff in a timely manner; referring individuals to the proper personnel as appropriate to ensure compliance with the school's Uniform Complaint Policy; the school's Uniform Technology Policy; and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

## **QUALIFICATIONS GUIDE**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Experience:**

- Two years of successful teaching experience in the classroom setting preferred
- Experience in a virtual learning model highly desirable
- Experience in an innovative learning environment highly desirable

**Education:**

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current
- English Language Authorization required

**Other Qualifications:**

- As a public school, Sage Oak is required to follow regulations from the CDPH which may include required masking, testing, and, if mandated by the State, COVID-19 vaccinations. Requirements are subject to change based on current legislative, CDPH, and Cal/OSHA updates.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and human resources notifying the immediate supervisor of this clearance.

- Proof of a clear TB test or signed certificate of completion dated within the last 60 days (Ed. Code 49406 and AB 1667) upon employment and thereafter updated every four years.
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations

**Knowledge:**

- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software
- Knowledge of subject matter and state standards

**Skills:**

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills
- Creative problem solving skills

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Ability to transmit passion for learning to students and families
- Flexibility and adaptability
- Openness to differing views and objectives
- Willingness to research and become knowledgeable of curriculum and educational resources
- Ability to deliver information concerning curriculum, teaching, assessment, and learning to families
- Serve the student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere
- Growth Mindset

**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.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance

- Close vision 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.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 200 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*