



POSITION TITLE:	Online Teacher	DEPARTMENT:	Instruction
STATUS:	Independent Contractor	SUPERVISOR:	Head of School
SUPERVISES:	N/A	REVISED:	08/11/2018

POSITION SUMMARY

Teach online students grades 6 through 12 in assigned academic subject matter. Plan, personalize, and implement curriculum; contribute to the overall instructional program; and create and maintain a positive learning environment that fosters student engagement and academic success.

QUALIFICATIONS

- 2-3 years teaching experience, preferably with at-risk students; online teaching experience a plus
- Bachelor's degree with teacher certification in assigned content area
- Demonstrate proficiency in applied technology
- Possess excellent interpersonal and communication skills
- Ability to work independently as well as collaboratively
- Ability to meet deadlines
- Knowledgeable of state accountability and curriculum guidelines
- Computer and Internet Access

RESPONSIBILITIES INCLUDE

- Respond to student and parent questions within 24 hours.
- Review, grade, and provide feedback on student work within 48 hours.
- Initiate contact with each student at least 1 time per week. If a student misses a weekly contact appointment or is not logging in regularly, the teacher must contact the parent or academic advisor immediately.
- Contact the parent or academic advisor at least 1 time per month and provide a written progress report; these conversations and reports should occur more frequently if the student is having difficulty or if the student is not logging in.
- Keep a log and summary of all conversations with students, parents, academic advisors etc.... and send summary to The Bridge School principal on a weekly basis.
- Monitor and report student performance, grade assignments, customize assignments, communicate with students, parents, and TBS principal regarding student progress, and the communication of any other information that would be appropriate to foster student acquisition of targeted learning objectives.
- Implement curriculum and differentiate instruction to meet the needs of each student.
- Use multiple sources of data to assess student learning and progress.
- Participate in Welcome Calls, Personal Learning Plan development, curriculum based assessments, and customer benchmarks as required.
- Work with academic advisors to keep students on track.
- Ensure that requirements are met for special services such as ESL, and Special Education when appropriate.

- Assist with student data accounting and reporting functions including attendance records, progress reports and other record tracking and reporting as requested by school administration, customers and guardians.
- Act as the technology support liaison for academic advisors, students, and parents.
- Collaborate with peers to enhance students' instructional environment by participating in activities including, but not limited to: team teaching, meetings, staff development, professional learning communities (PLC's), and various committees.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, The Bridge School reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed.

I also understand that this position description does not constitute a contract of employment. I have the right to terminate my duties at any time and for any reason, and The Bridge School has a similar right.

Signature

Date

The Bridge School is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. The Bridge School maintains the right to assign or reassign responsibilities to this position at any time.