

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: TEACHER Blended & On-Line Learning Program (High School)

LOCATOR: 1.3

Position Type: Exempt	Department: Professional Staff
Salary Schedule: Certified	Reports to: Program Director
Salary Range: \$31,000 - \$38,200	Location: Wickenburg Digital Learning Program Campus (WDLP)
Term of Employment: Certified Calendar	Date: 4/14/11
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To provide educational opportunities where students may fulfill their potential for intellectual growth and to provide instruction that will result in students achieving academic success.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and contribute as a member of the Wickenburg Digital Learning Program educational team;
- Generates, completes, and maintains reports for the schools, district and state in regards to student progress;
- Interprets assessment data to determine needs in instruction, core content area program, interventions and/or supplemental programs;
- Understands the philosophy and content of a blended on-line learning program;
- Plans and guides the learning process to help students achieve state standards;
- Able to work with high school students in a blended on-line learning program;
- Understands high school philosophy and uses that knowledge to better meet the instructional needs of high school students;
- Consistently uses technology for the benefit of students' education;
- Maintains a classroom atmosphere which is safe and conducive to learning;
- Observes and monitors control of student behavior in the classroom, school grounds, and other areas;
- Plans and implement activity/lesson plans that are in accordance with the Arizona State Standards. Lessons and activities should be specific to the needs of all students;
- Establishes, maintain and promote a classroom atmosphere which ensures the emotional and physical safety and well being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility;
- Maintain open lines of communication with parents/guardians;
- Assesses student needs and develop appropriate lessons or activities;
- Evaluates student performance and make necessary provisions to meet learning needs;
- Modifies the program to best meet the needs of individual students;
- Maintain a professional demeanor with students, parents, staff and administration;
- Engages in professional growth activities relevant to Best Practices and On-Line Instructional Methodology;
- Keeps appropriate documentation;
- Meets professional obligations through efficient work habits;
- Performs other duties and responsibilities as assigned by the principal / supervisor;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Ability to relate well to both students and adults;
- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students as assigned.

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OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Knowledge of instructional strategies and best practices used with high school students;
- Knowledge of effective strategies to use with both struggling & high achieving students;
- Knowledge of issues pertaining to area of assignment;
- Knowledge of organizational practices;
- Must have an excellent working knowledge and use of education technology;
- Must be detail-oriented, self-motivated, and able to work collaboratively;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs, students and families;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Current Arizona Department of Education Secondary Teaching Certificate with SEI endorsement (or ESL/bilingual endorsement);
- Must meet secondary education highly qualified requirements with documentation to support;
- Must have endorsements/approved areas in core content areas taught listed on certificate;
 - For example, math as an approved area on certificate and HQ in math required for math positions;
 - Multiple approved areas a plus;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Minimum of Bachelors Degree;
- Current knowledge of Scientific-Based Research practices;
- Minimum of 2 years teaching at the high school level and demonstration of proven success in moving students to the next level preferred;
- Experience as an online educator a plus, with expertise in a variety of technological computer applications & programs.

COMMUNICATION SKILLS:

- Communicates effectively with the supervisor, other school staff, parents, and students;
- Must use appropriate grammar;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- If Math position, must be adept and skilled in all mathematical areas & able to quickly assist students with on-line curriculum in Algebra, Geometry, Algebra II, and Pre-Calculus.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- 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.

EVALUATION: Minimum of one annual evaluation conducted by the Program Director or qualified designee with input from the Superintendent or Superintendent Designee in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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