



## **E-School Teacher**

### **Purpose Statement**

The job of E-School Teacher is done for the purpose/s of creating, coordinating, planning, and supervising course content and instructional strategies for the District's electronic school program; collaborating with district Electronic School & other district personnel; creating and/or approving online courses; and providing student and faculty support for online courses.

This job is distinguished from similar jobs by the following characteristics: Works primarily with online education.

This job reports to Associate Superintendent Student Services

### **Essential Functions**

- Approves electronic class offerings and creates course requirements for the purpose of ensuring compliance with federal, state, and local guidelines and regulations.
- Assists with the management and monitoring of course assessment for the purpose of ensuring valid and reliable test results.
- Assists with the maintenance and processing of a variety of manual and electronic documents, files and records (e.g. grades, transcripts, enrollment, course schedules, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Collaborates with district faculty and administration for the purpose of identifying and developing electronic school courses and materials.
- Coordinates and supervises assigned projects and/or program components (e.g. distribution of materials to a variety departments, course development, student enrollment, and credit, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Develops electronic school instructional strategies and course content for the purpose of providing quality online curriculum delivery.
- Develops class offerings based on input from teachers, counselors, and administration for the purpose of providing a wide variety of options for electronic school students.
- Develops assessment strategies and tools for electronic school courses for the purpose of measuring results, providing feedback, and issuing credit.
- Direct faculty development activities in the design / production of learning materials in a variety of formats which would include print, graphics, audio, video, animation and multimedia for the purpose of supporting teaching and learning.
- Manages the electronic school evaluation process for the purpose of improving school operations and services.
- Monitors state requirements, licensing, copyright laws, and accreditation regulations for the purpose of ensuring compliance with federal, state, and district guidelines and regulations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares variety of correspondence, reports and other materials (e.g. . letters, memorandums, minutes, financial reports, agendas, statistical data, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches assigned topics (e.g. current practices, policies, external electronic delivery systems, education codes, course requirements, etc.) for the purpose of ensuring innovative and effective program operation.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, government agencies, universities, general public, students, parents, etc.) for the purpose of providing information, facilitating communication among parties, and/or providing direction.
- Works with teachers and students for the purpose of arranging access to electronic school materials, programs and student services.
- Works closely with school counselors and administration for the purpose of raising awareness of electronic school options and meeting the educational needs of school age students throughout the state.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: strong interpersonal aptitude; customer service; managing projects/programs; setting goals; monitoring activities; instructional strategies; office practices; planning; strong written and verbal skills; social media (facebook, etc.); problem solving; recordkeeping; and training.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: general understanding of the academic K-12 market; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and instructional practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: Ability is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; motivation; professionalism; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; teamwork; and working flexible hours.

### **Responsibility**

Responsibilities include: . Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Teaching Credential

**Continuing Educ. / Training**

**Clearances**

Criminal Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**