



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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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