



## **eSchool Part-Time Teacher**

### **Purpose Statement**

The job of eSchool Part-Time Teacher is done for the purpose/s of creating, coordinating, planning, and teaching course content and instructional strategies for the District's electronic school program; collaborating with district electronic school & other district personnel; and providing student support for online courses.

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

This job reports to eSchool Coordinator

### **Essential Functions**

- Assists with the management and monitoring of course assessments 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 implementing electronic school courses and materials.
- Follows state requirements, licensing, copyright laws, and accreditation regulations for the purpose of ensuring compliance with federal, state, and district guidelines and regulations.
- Implements activities with students for the purpose of arranging access to electronic school materials, programs and student services.
- Implements class offerings based on input from teachers, counselors, and administration for the purpose of providing a wide variety of options for electronic school students.
- Implements assigned projects and/or program components (e.g. distribution of materials to a variety of departments, course development, student enrollment, credit, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Implements electronic class offerings and course requirements for the purpose of ensuring compliance with federal, state, and local guidelines and regulations.
- Participates in faculty development activities to design and produce learning materials in a variety of formats (e.g. print, graphics, audio, video, animation and multimedia, etc.) for the purpose of supporting teaching and learning.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memoranda, minutes, financial reports, agendas, statistical data, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Uses assessment strategies and tools for electronic school courses for the purpose of measuring results, providing feedback, and issuing credit.

- 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 single, 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: 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 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 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 activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using 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 a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. 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: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

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

**Education:** Bachelor's degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

State of Utah Teaching License

**Continuing Educ. / Training:**

**Clearances**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**