**JOB DESCRIPTION**

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**POSITION TITLE:** Cobb Virtual Academy Adjunct Online Teacher  
**JOB CODE:** TM11

**DIVISION:** Accountability, Research & Grants  
**SALARY SCHEDULE:** N/A

**DEPARTMENT:** Cobb Virtual Academy  
**WORK DAYS:** N/A

**REPORTS TO:** Director, Cobb Virtual Academy (CVA)  
**PAY GRADE:** N/A

**FLSA:** Exempt  
**PAY FREQUENCY:** Varies based on primary job

**PRIMARY FUNCTION:** Participates in organizing and implementing an effective online educational learning environment to successfully affect student achievement in accordance with Cobb County School District and state policies and standards

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**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree or higher

2. **Certification/License Required:** Valid Georgia in field teaching certification

3. **Experience:** Minimum of two years teaching experience in the appropriate level and content area within CCSD or three years of experience in another school district; has taught or participated in online courses

4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities

5. **Knowledge, Skills, & Abilities:** Written and oral communication; strong background in the use of technology to support teaching and learning; knowledge of eLearning courseware (Blackboard courseware preferred); Works independently with little direct supervision; works as part of a team; accepts responsibility and is self-motivated; demonstrates strong work ethic to achieve online learning program goals; displays effective multi-tasking and time management skills; utilizes all required and recommended eLearning applications

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*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

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**ESSENTIAL DUTIES:**

1. **Demonstrates prompt and regular attendance.**

2. **Plans, prepares, and implements instructional activities and strategies that contribute to a climate where students actively engage in meaningful learning experiences. (Examples: example, project-based assessments, simulations, use of emerging online learning tools to enhance online instruction)**

3. **Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs, using data and findings from assessments, observations, and course statistics.**

4. **Demonstrates gains in student performance and ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.**

5. **Maintains effective and efficient record keeping procedures in alignment with CVA policies and procedures.**

6. **Provides a positive environment in which students are encouraged to be actively engaged in the learning process.**

7. **Communicates effectively, both orally and in writing, with students, parents, program administrators, and other professionals on a regular basis.**

8. **Establishes and maintains cooperative working relationships with students, parents, and schools.**

9. **Facilitates the online classroom in a manner that enhances the likelihood of student success through ongoing feedback to parents and students; provides prompt responses to student and parent questions and concerns; and provides clear expectations.**

10. **Participates in presentations, faculty meetings, and professional development about online teaching and/or the Cobb Virtual Academy Program.**
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<td>11.</td>
<td>Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner; demonstrates respect for others.</td>
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<td>12.</td>
<td>Maintains prompt and professional communication with parents.</td>
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<td>13.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee ________________________________ Date ________________________________

Signature of Supervisor ________________________________ Date ________________________________