

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 | |

REQUIREMENTS:

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| 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 |

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

ESSENTIAL DUTIES:

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| 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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| 11. | 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. |
| 12. | Maintains prompt and professional communication with parents. |
| 13. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____