JOB DESCRIPTION

POSITION TITLE: NovaNet Instructor                      JOB CODE: 114
DIVISION: Leadership                                  SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership                                WORK DAYS: 188
REPORTS TO: Principal                                 PAY GRADE: CIT (4, 5, 6, 7)
FLSA: Exempt                                          PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Facilitates computer-based, self-paced instruction for credit recovery students that enables them to learn and achieve to the maximum of their abilities.

REQUIREMENTS:

1. Educational Level: Bachelor Degree
2. Certification/License Required: Valid Georgia Teaching Certificate in grades 6-12
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners; student management

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

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Rosters students, assigns courses, and monitors grading online and offline.
3. Monitors and facilitates student progress in the lab.
4. Coordinates student support with content area experts.
5. Provides instruction that is appropriate.
6. Exhibits professionalism in all job related situations; follow professional ethics in all work related activities.
7. Communicates; responsibly with all individuals and groups; assumes a fair share of outside-the-classroom school responsibilities; adheres to local school procedures and regulations in a supportive manner.
8. Demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale.
9. Works cooperatively with colleagues and the community.
10. Promotes a positive school environment that enhances student learning
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ________________________________ Date ________________

Signature of Supervisor ______________________________ Date ________________