



EMPLOYEE NAME: _____

Created: 6/06; Revised: 10/12; 6/18

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 _____