

JOB DESCRIPTION

POSITION TITLE: Teacher, High School (Online)	JOB CODE: 114V
DIVISION: Accountability	SALARY SCHEDULE: Teacher
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 188
REPORTS TO: Director	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide instruction for students that enables them to learn and achieve to the maximum of their abilities.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; online instructional strategies that connect the curriculum to the learners; student management; ability to translate content knowledge to the online environment

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.	Provides online instruction that is appropriate and interacts with students in asynchronous and synchronous online activities along with blended learning face-to-face sessions.
3.	Exhibits professionalism in all job related situations; follows professional ethics in all work related activities; presents a personal appearance which enhances the image of the school; communicates responsibly with all individual and groups; demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale by working cooperatively with colleagues and the community; adheres to local school procedures and regulations in a supportive manner.
4.	Assumes a fair share of outside-the-classroom school responsibilities.
5.	Promotes a positive online environment that enhances student learning; demonstrates confidence in the efficacy of online learning; helps maintain a positive, cooperative climate; promotes the responsible use of materials and equipment; maintains plans according to policies and/or directives.
6.	Handles money, receipt books, and other financial records responsibly; submits accurate paperwork on schedule.
7.	Demonstrates responsible attendance and use of leave; prepares adequately for responsibilities to be assumed when absent; is punctual in maintaining required work schedules.
8.	Accounts for student attendance and punctuality; follows all county, state and federal policies and procedures; directs the conduct of students in accordance with policies at all times; takes all reasonable measures to protect students' health and safety.
9.	Meets certification and accreditation standards; seeks to improve through professional development and evaluation activities.
10.	Maintains prompt and professional communication with parents.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____