



EMPLOYEE NAME: _____

Created: 2/25;3/25

JOB DESCRIPTION

POSITION TITLE: Cobb Virtual Academy (CVA) Online Content Specialist – CTAE	JOB CODE: 114B
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Teacher
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 208
REPORTS TO: Director, Cobb Virtual Academy (CVA)	PAY GRADE: CZ00, Based on CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: An experienced teacher-leader who manages the development and review of online CTAE courses that are aligned to state and local standards. Ensures activities are completed by the designated deadline and serves as the CTAE resource for CVA. Facilitates online instruction and employs innovative problem-solving techniques to accomplish objectives.	
REVISION DATE (S): 2/25; 3/25	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in education or related field required
2.	Certification/License Required: Valid Georgia Teaching Certification in CTAE (9-12) required
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in MS Office software, ability to develop, write and implement online lessons , online teaching or experience building CTAE curricula for online courses (preferred), knowledge of the National Standards of Quality Online Learning, strong knowledge of state and local CTAE standards, knowledge of instructional strategies for student success in CTAE, and ability to work independently on a deadline with great attention to detail

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.	Assists in organizing and managing the course development and review process and ensures that all activities and assessments are completed by the designated deadline. Assists in assessing changing curricular needs and offers plans for improvement.
3.	Ensures that coursework is accurate, consistent with all Cobb County School District and CVA policies, procedures and CCGPS standards, and consistent with best practices for online instruction.
4.	Develops and maintains a master file of course materials. Reviews and provides quality assurance testing to validate correctness of content and assessments.
5.	Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Creates an online environment that is conducive to student learning. Encourages and monitors student integrity and progress.
8.	Assumes responsibility for meeting course and program student performance goals.

9.	Assists teachers with improving techniques of instruction and improving overall student achievement; provides instructional strategies and tools to aid the instructional process.
10.	Collaborates with teachers and administrators to enhance the instructional environment and ensure online teaching standards are met.
11.	Meet regularly with CVA administrators regarding student and course progress.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____