

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Cobb Virtual Academy Online Content Specialist – English Language Arts (ELA)	<b>JOB CODE:</b> 114B
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Cobb Virtual Academy	<b>WORKDAYS:</b> 208
<b>REPORTS TO:</b> Director, Cobb Virtual Academy (CVA)	<b>PAY GRADE:</b> CZ00, Based on CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> An experienced teacher-leader who manages the development and review of online ELA courses that are aligned with state and local standards. Ensures activities are completed by the designated deadline and serves as the ELA resource for CVA. Facilitates online instruction and employs innovative problem-solving techniques to accomplish objectives.	
<b>REVISION DATE(S):</b> 8/24	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree in education or related field required
2.	Certification/License Required: Valid Georgia Teaching Certification in ELA (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 ELA curricula for online courses (preferred), knowledge of the National Standards of Quality Online Learning, strong knowledge of state and local ELA standards, knowledge of instructional strategies for student success in ELA, 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/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 and consistent with state laws, Cobb County School District policies, CVA guidelines, state and local standards, and 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 \_\_\_\_\_