



## ONLINE TEACHER – HIGH SCHOOL

### Purpose Statement

The job of Online Teacher - High School was established for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the virtual classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues and curriculum development; and responding to a wide range of inquiries from students, parents, or guardians regarding the instructional program and student progress. The online instructor will hold flexible hours to accommodate the needs of students in an online environment.

This job reports to Online Administration.

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### Essential Functions

- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Constructs curriculum in the online environment to foster future growth and opportunities for students.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, health status, problem-solving techniques and a variety of personal issues.
- Differentiates instruction to meet the needs of diverse students for the purpose of providing an effective program that meets district requirements.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. virtual classroom, online discussion boards, school grounds, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. altercations, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.



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- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.

## Other Functions

- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing.

- EXPERIENCE:** Job related experience is required.
- EDUCATION:** Bachelor's degree in related field required.
- EQUIVALENCY:** None Specified



**REQUIRED TESTING:**  
Pre-Employment Drug & Alcohol Screening

**CERTIFICATES & LICENSES:**  
Teachers Certification and/or License

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**  
Maintain Licensure

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Certified