



TITLE: Adjunct Online English Teacher - TVA

QUALIFICATIONS:

- Bachelor's Degree
- Valid professional Tennessee teacher's license with appropriate certification.
- Experience with and/or certifications in virtual teaching preferred.
- Knowledge of online instructional methods appropriate for students at the respective grade level.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Ability to organize tasks and manage time to meet many and varied deadlines; manage small and large groups of students in a classroom environment; and communicate effectively with students, parents, school administrators, and other staff, including the ability to discuss topics that may be sensitive.
- Outstanding written and verbal communication skills
- Excellent interpersonal and presentation skills

JOB GOAL: The online teacher will provide appropriate academic support to students enrolled in the assigned asynchronous online course, enhance/augment the provided curriculum appropriately, and work to maintain a safe and supportive online learning environment.

ESSENTIAL FUNCTIONS or DUTIES:

- Develop and publish semester-long pacing guides for each course taught
- Establish and communicate clear objectives for courses taught
- Schedule and host (at minimum) two synchronous learning sessions per quarter
- Submit weekly missing assignment (attendance) reports to the virtual academy director
- Use relevant technology to support instruction
- Observe and evaluate student performance and development
- Assign and grade classwork, homework, tests, and assignments
- Provide appropriate high-quality feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Communicate frequently with students, parents, and administrators regarding progress and/or concerns
- Update all necessary records accurately and completely as required by law, district policies, and school regulations

- Participate in all relevant school-related e-dialogue
- Keep updated with developments in the subject area, teaching resources, and methods
- Make relevant changes/additions to instructional content and activities as needed

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.

Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual to learn or perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand the meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity:* Ability to move the hands and fingers easily.

REPORTS TO: Director of Virtual Learning

FLSA: Exempt

TERM: Adjunct (Per semester)

SALARY: Adjunct Stipend Schedule

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.