



Job Description

Position:	Virtual Teacher	Department:	Faculty
Reports to:	Virtual School Director	Location:	Remote
Hours:	Varied (Part-Time)	FLSA Status:	Contracted
Fund Source:	ESSER (266)		

Mission Statement

Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY

Uplift Education will provide a centralized virtual learning option for scholars who are unable to attend school in person due to COVID health and safety protocols. Scholars who are on isolation or quarantine for 7-10 days will attend school through our centralized, virtual learning platform to continue learning. Uplift is looking for virtual classroom teachers to provide daily instruction to the students who need a centralized virtual option for a set period. Virtual teachers will deliver synchronous instruction for up to four hours daily and be expected to plan/grade for an additional hour daily. Virtual teachers will be expected to provide scholars with appropriate educational activities and experiences through a virtual instructional platform that will enable them to fulfill their potential for intellectual, emotional, physical, and social growth. This is a grant funded position funded through 9/30/2022.

ESSENTIAL DUTIES & RESPONSIBILITIES

School Responsibilities

- Logs on 15 minutes before class begins to ensure technology and materials are prepared and working.
- Stays online until a designated time provided by School Director/Managing Director or as business necessitates
- Abides by all state and federal mandates in reporting sexual or physical abuse and neglect
- Maintains and supports a positive professional school culture
- Models behavior within the code of conduct
- Supports and follows directives of campus administrators
- Knowledge of curriculum and instructional best practices for online learning
- Strong knowledge of the Internet and web-related technology
- Ability to instruct students using a variety of technology applications and platforms
- Ability to travel to supported summer institute site(s) as needed and/or have adequate technology (laptop, reliable WiFi) to access all virtual programming opportunities.

Team Responsibilities

- Works with grade level to address and resolve student issues

Virtual Classroom Responsibilities

- Develop and implement lesson plans for distance and virtual learning that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and

technology that reflect an understanding of students' learning styles and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

- Clearly articulate deadlines, schedules and procedures to students and parents to ensure coursework is completed within the specified timeframe.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Maintains a productive, safe, and focused virtual learning environment
- Consistently enforces Uplift Education's core mission and values
- Administer and grade daily assessment
- Responsible for taking and reporting daily attendance
- Provides necessary accommodations and modifications for growth and success of all students
- Goes above and beyond to ensure all students are meeting appropriate standards
- Keeps parents and the teacher of record well-informed about students' progress and needs.
- Upholds all school policies within the virtual classroom
- Ability to communicate effectively with students, parents, staff, and public agencies in support of the attendance programs
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A./ B.S.) from an accredited college or university required

Must hold a current Texas Teacher Certificate or be Highly Qualified by the State of Texas.

Master's degree is preferred, but not required

Spanish speaking is preferred but not required

LANGUAGE SKILLS

Ability to read, analyze, and apply common sense understanding and to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, or diagram form

COMPUTER SKILLS

To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES

Every employee of the school has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

PHYSICAL / MENTAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work inside from home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

Tools/Equipment Used: Personal computer, phone system, video/instructional equipment, and peripherals

OTHER QUALIFICATIONS

Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS

Uplift Education retains the right to change and/or modify the duties and essential functions of this position at anytime. This job description is not intended to cover or contain a comprehensive listings of responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee's Signature: _____

Date: _____

Supervisor/Witness: _____

Date: _____