

Job Title: Online Secondary Teacher
Department: Utah Online Program
Reports To: Online Administration
FLSA Status: Exempt
Salary Schedule: TT



SUMMARY

Under the direction of the Utah Online Administrator, the Teacher is responsible for the education of assigned students and will create a flexible program within an online environment favorable for learning and personal growth. The Teacher will establish effective rapport with students using email, phone, and when possible, personal interaction; motivate pupils to develop skills, attitudes, and the knowledge needed to provide a good foundation for further education, and do so in accordance with each student's ability. Professional relations will be developed and maintained with other teachers, staff, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides learning experiences and teaches the course of study prescribed by the District and state approved curriculum.

Communicates with individual students by initiating frequent contact via email, text, chat, or phone.

Coaches and teaches in an online environment to students throughout the state of Utah.

Uses basic computer skills to communicate and teach students the curriculum (using tools such as an interactive online whiteboard and other online tools).

Travels to different locations throughout the state to administer state-mandated testing.

Communicates with students, parents, and the UOS administration in order to keep constituent parties informed on student progress and achievement.

Works flexible hours, but meets deadlines and keeps scheduled appointments with students.

Contacts UOS administration with any questions or concerns about a student as soon as an issue becomes apparent.

Organizes grades and records according to expectation documenting student progress toward learning objectives.

Attends UOS staff meetings and participates on projects and as part of a professional learning community.

Motivates students to complete coursework and communicates with them on deadlines and due dates on a continual basis.

Reads and responds to emails, phone messages, texts, or other communications in a timely manner--within 12 hours of receipt at minimum.

Establishes and maintains standards of student control required to achieve effective participation in all activities.

Evaluates academic and social growth of students and keeps appropriate records.

Communicates and conferences with parents to discuss the individual student's progress and educational development.

Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Teacher is responsible to secure and retain access to a reliable high-speed internet connection.

Must have a solid understanding of and knowledge necessary to work with computer hardware and software programs necessary to facilitate a quality and effective online learning environment. A strong working knowledge of word processing, spreadsheets, and grading software is mandatory.

Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information to parents, community, and students. Fluent in English. ESL endorsement would be beneficial.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Teaching License with proper endorsements authorizing areas assigned.

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. Travel may be required to administer the test. The noise level in the work environment is usually moderate.

Prepared By: Utah Online Principal		Date: 07/07/2011
Approved By: Executive Director, Human Resources		Date: 07/07/2011
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Utah Online Principal	Date: 03/08/2017
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	