

Job Title: Online School Teacher on Special Assignment (TSA)
Department: Online Program
Reports To: Online School Principal
FLSA Status: Exempt
Salary Schedule: TT (TOSA level 04)



SUMMARY

This position is designated to assist the Online Program administration and staff with the additional time required to meet the needs of the Online School Program. The Online School Teacher on Special Assignment (TSA) will work directly under the school principal, supporting teachers with course offerings, changes, and school activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite 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.

Supports and complies with WCSD policies, procedures, and programs.

Provides support to teachers regarding course offerings, updates, and changes for the online program.

Support teachers with CSIP work.

Support PLC teams.

Directs the course of study prescribed by the District approved curriculum.

Answers questions from parents or students regarding curriculum issues or tutoring services.

Maintains appropriate records.

Provides appropriate instruction and activities for students to meet school and District policies, goals, and objectives.

Communicates with parents through a variety of means on a weekly basis.

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

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

Selects and requisitions instructional materials; maintains inventory records.

Plans and attends out of classroom activities.

Plans and conducts school-based parent involvement activities. Participates in faculty committees and the sponsorship of student activities.

Maintains regular attendance and punctuality which are critical in order to complete the day to day tasks of this position. As outlined in District Policy 1120.3.3.3, the workday for the assignment is eight hours for a 1 FTE assignment.

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.*

Works effectively with a myriad of teachers, administrators, parents, and various outside groups.

Must be a self-initiated learner while sustaining a high energy level, demonstrating professionalism, and maintaining credibility.

Acknowledges and utilizes the skills and expertise of others; maintains a high expectation for self and others.

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 and variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree.

Candidates who have successfully completed a minimum of 3 years general classroom teaching experience are preferred. Must be a teacher in good standing with no documented performance or conduct concerns within the past three years per WCSD policy 1120.3.1.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Professional Utah Teaching License. A Utah School Leadership License is preferred.

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. The noise level in the work environment is usually quiet.

Prepared By: Online Program School Principal		Date: 03/01/2018
Approved By: Assistant Director, Human Resources		Date: 03/01/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Online Program Director
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date: 02/06/2023
		Date:
		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:	