Independent School District 518
Worthington, MN 56187
JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: VIBE Online Teacher	**Department:** **Teaching and Instruction**
Immediate Supervisor's Position Title: **Learning Center/Vibe Principal**	**FLSA Status:** **Exempt**

Job Summary:
Under the general supervision of the School Principal, to facilitate student success and growth in academic and interpersonal skills through implementing approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and administers school middle school curriculum consistent with school district goals and objectives.
- Promotes a virtual classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences so as to best utilize the available time for instruction.
  · Teaches all required subject matters as assigned to the grade level, which may including reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities NCLB?
  · Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual small group instruction as needed.
  · Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the Worthington Public Schools.
  · Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
  · Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
  · Encourages parental involvement in students' education and ensures effective communication with students and parents.
  · Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

· Coordinates with other VIBE school professional staff members, especially within grade level and specific subjects, to evaluate and assess curriculum, and participates in faculty meetings and committees.
· Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.
· As part of the enrollment process: o Obtain and or assist schools in gathering all necessary records accurately and completely as required by laws and school regulations for students you will be teaching/mentoring.
· Using the MAP meeting Outline; plan, prepare and set up a MAP meeting with family/student using instructional materials and curriculum that facilitate success in their academic career. Develop an understanding of how the student will assimilate into Venture Upward/VIBE and communicate clear objectives for all learning activities.
· Instruct and monitor family/student in the use of learning materials and technology.
· Provide appropriate feedback and communicate necessary information regularly to students and parents. (Benchmark is weekly communication. Regularly will depend upon the specific needs of the student and or school requirements.)
· Office hours posted on Venture Upward/VIBE web site and teacher will be available to field questions and concerns from families/students during those specified hours. (Excluding Weekends)
· Return phone calls, texts and answer emails no later than 24 hours of receipt
· Encourage parent involvement in all aspects of online home education. · Exercise open and respectful communication with teachers/mentors, families, coworkers, and staff.
· Attend virtual weekly meetings that will include TOR, staff and Leadership Team members.
· Understand and be familiar with VU/VIBE policies and procedures.
· Maintain hours within the workday.
· Training is mandatory. It is not optional.

Performs other related tasks as assigned by the principal and other central office administrators as designated by the Superintendent. Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<table>
<tr><td colspan="5">EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could be attained only by completing the following:</td></tr>
<tr><td colspan="4">REQUIRED EDUCATION/TRAINING
(Choose one)</td><td rowspan="2">DEGREE INFORMATION:
Type of degree: (B.S., M.A., etc.)

• Bachelors from an accredited college or university in education discipline applicable to teaching assignment.
• Master’s Degree preferred.</td></tr>
<tr><td></td><td colspan="3">less than high school diploma</td></tr>
<tr><td></td><td colspan="3">High school diploma or GED.</td><td rowspan="2">Major field of study or degree emphasis:

Education and relevant instructional area(s)</td></tr>
<tr><td></td><td>1 year college</td><td></td><td>2 years college</td></tr>
</table>

	3 years college	**x**	**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** ● Online teacher experience- teaching multiply subject areas. ● Knowledge of teaching principles, practices, techniques and approaches. ● Knowledge of child development theories and development stages and needs. ● Knowledge of current trends, theories and technologies pertaining to learning and instruction. ● Knowledge of assessment procedures and techniques, test construction and evaluation methods. ● Knowledge of subject material, concepts and issues related to grade/subject of assignment. ● Understanding of basic office equipment and software used by the district in maintaining records and files (i.e., word processing software, student record databases). ● Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training: Successful prior teaching experience for the appropriate grade level preferred.

LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:** Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** ● Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles. · Knowledge of elementary/middle school curriculum and concepts, including all subject matters taught. · Knowledge of data information systems, data analysis and the formulation of action plans. · Knowledge of applicable federal and state laws regarding education and students.

	· Ability to use computer network system and software applications as needed. · Ability to organize and coordinate work. · Ability to communicate effectively with students and parents. · Ability to engage in self-evaluation with regard to performance and professional growth. · Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	**# of Employees**
	TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total:** 0

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		

Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.