

**RIPON AREA SCHOOL DISTRICT  
Job Description**

**Job Title:** Elementary Virtual Teacher

**Qualifications:** Licensure: Elementary Teacher Certification for Wisconsin

**Education Level:** Bachelor's degree or higher from an accredited institution

**Experience:** A minimum of four years of teaching experience at the elementary level and previous online teaching experience preferred. Holds a personal philosophy of education that is compatible with the success of every student.

**Reports to:** Odyssey Principal

**Supervises:** Not applicable

**Job Goals:** To provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth and for organizing and implementing an instructional program that results in students achieving academic success in accordance with District and state policies and laws.

**Essential Job Functions:**

1. Ability to communicate effectively with all stakeholders in the Odyssey Academy program in written and oral form, including electronic media, using positive interpersonal skills. Effective and positive communication with students and parents.
2. Highly skilled at implementing best educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for online learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for the elementary level.
7. Ability to establish and maintain a cooperative working relationship with students, parents, teachers and administrator.
8. Demonstrate effective data-based problem solving skills.

**Required Technology Skills**

1. Proficiency in use of Google: Gmail, Drive, Classroom etc..
2. Experience using synchronous communication platforms (specifically Zoom)
3. Familiarity with use of various social media platforms to communicate
4. Familiarity with Infinite Campus student management system
5. Familiarity/comfort with a variety of ELA and math instructional software

**Required Interpersonal Skills**

1. Understanding of the landscape of non-traditional school options available in Wisconsin and an understanding of the type of parents/students who choose this form of public education
2. Ability to communicate in multiple platforms

### **Performance Responsibilities:**

#### **Planning:**

1. Design the educational instruction program so that it is consistent with the educational philosophy of the district
2. Develop, implement, and evaluate Odyssey's curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
3. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
4. Assist with school-wide data analysis, as part of a professional development needs assessment

#### **Instruction:**

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
2. Provide differentiated instruction to meet the needs of all students
3. Collaborate with the instructional team concerning student educational needs as requested
4. Clearly articulates deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
5. Assist administrator with student placement
6. Maintains contact with mentor teachers assigned by Odyssey
7. Assist students and parents with technical support requests relating to the course interface and student information systems
8. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
9. Participate in teacher training as scheduled by administrator
10. Implement blended learning models

#### **Communications:**

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies
4. Assist in providing information to community groups, schools, or parents about Odyssey Academy
5. Participate in community-based extracurricular activities as requested

#### **Monitoring and Reporting:**

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient record keeping procedures

3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
5. Evaluate student performance on a regular basis and provide feedback to students and parents.
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
7. Ensure that each student enrolled in Odyssey Academy has accurate, up-to-date records
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the administrator for necessary interventions
11. Alert administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate

**Other:**

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
2. Perform other duties as assigned.
3. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

**Terms of Employment:** Teacher shall be for a contracted school year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

**Evaluation:** Performance shall be evaluated annually through Educator Effectiveness in the state of Wisconsin and in accordance with provisions of the Board of Education policies.

I read and understand this job description and can fulfill the essential functions listed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PHYSICAL DEMAND ADDENDUM**

**Teacher**

**PHYSICAL DEMANDS**

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date