SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

5/02	TEACHER, SALEM-KEIZER ONLINE	1.7.41A
Effective Date	Job Title	Index

1.   Primary Function: Conducts all online classroom activities as designated by the School District.

2.   Responsible to: Principal, Salem-Keizer Online.

3.   Assigned Responsibilities:

3.01   Establishes and maintains a supportive online classroom environment in which students are actively participating and show respect for one another and for the teacher.

3.02   Maintains an online environment conducive to learning.

3.03   Implements an online program of study designed to meet District goals and the individual needs, interests, and abilities of students.

3.04   Conducts interesting and well-paced classes, using a variety of online instructional techniques, strategies, materials, and media appropriate to the lesson and the needs and capabilities of students.

3.05   Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives, and that District-approved materials are used as the core of instruction.

3.06   Maximizes time when students are working on tasks directly related to the subject matter.

3.07   Provides an online student orientation that supports course navigability and the instructional goals of the class.

3.08   Makes sure students understand what to do before undertaking assignments.

3.09   Assesses, records, and provides feedback promptly and often to students on their progress and assignments—maintaining such online and paper records as required by law and District policy.

3.10   Uses a grading system that is consistent, fair, and supportable.

3.11   Collaborates upon request with the student services team.

3.12   Upon request, assists in the selection of instructional materials related to online instruction and learning.

3.13   Responds in a cooperative and positive manner to supervision.

3.14   Establishes and maintains open lines of communication with students and their parents concerning both academic and behavioral progress of students.

3.15   Maintains open lines of communication with classified staff, licensed staff, and support personnel to establish a positive work environment.

3.16   Establishes and maintains a good working relationship with building administrators and staff—cooperating to resolve problems in a professional manner so that the concerns of all parties are considered.

3.17   Assumes responsibility for assigned non-teaching duties.

3.18   Takes precautions to provide for health and safety of the students and to protect equipment, material, and facilities both in the online setting and face-to-face.

3.19   Assists the administration in implementing policies and rules governing student life and conduct.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

5/02	TEACHER, SALEM-KEIZER ONLINE	1.7.41B
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3.20 Attends and participates in faculty meetings.

3.21 Achieves professional growth through consultation with District support staff and attendance at building and District inservice meetings.

3.22 Participates in activities which are related to school functions and/or the educative process which occur outside the regular school day.

3.23 Follows specified standards, policies, and procedures of the building and District.

3.24 Performs other duties as assigned.

Additional Responsibilities:

3.25 Additional responsibilities may be added for a specific position by the supervisor.

3.26

3.27

4. Minimum Qualifications:

4.01 Valid Oregon Teaching License

4.02 Working knowledge of computer applications.

Additional Qualifications:

4.03 Additional qualifications may be added for a specific position by the supervisor.

4.04

4.05

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on teacher salary schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by:_____   Date_____
                (supervisor)

Received by:_____   Date_____
              (staff member)