JUMPSTART (Track A) Online Teacher Job Description

Job Title: JUMPSTART (Track A) Online Teacher CalPac
Department: Education
Reports To: Program Director and Program Manager
FLSA: Exempt, Temporary/Seasonal
Pay Range: Hourly per Salary Schedule
Classification: Certificated, At-Will Employee
School Calendar: Track A Calendar

JOB SUMMARY:
The JUMPSTART (Track A) online teacher is primarily responsible for effective teaching and learning of the assigned subject(s) following the approved curriculum for students in grades 7-12. Additionally, the JUMPSTART (Track A) online teacher is responsible for effective collaboration and attention to each student’s readiness to learn including needed guidance. Employee will teach in an online setting.

Candidate must be a self-starter with exceptional organizational skills and have the ability to work independently to meet all deadlines.

ESSENTIAL DUTIES:
Note, this list is illustrative only and is not intended to be a comprehensive list of tasks performed by this classification.

SECTION 1 – Course Oversight
- Accepts and grades assignments within Community Collaborative Charter School policy.
- Course set up using department standards.
- Provides effective feedback on assignments as needed.
- Monitors Red Alerts and targets those students for assistance.
- Maintains accurate and up to date gradebook; all grades are entered within designated time periods.
- Uses LMS effectively to manage course.

SECTION 2 – Homeroom
- Contacts all homeroom students weekly, per Community Collaborative Charter School policy.
  - Includes asynchronous and synchronous communications
  - Attempts to reach each student multiple times until a live contact has been made
  - All communications, as per policy, logged in SIS communications log
- Monitors each assigned student’s Activity Log weekly.
- Distributes general announcements and collects items from students as assigned during course of year.
• Alerts course instructors of students who are struggling in the course.

SECTION 3 – Supporting Student Success
• Completes Special Education Forms in a timely manner and attends IEP meetings.
• When requested, participates in student and parent/guardian conferences.
• Provides customized catch up and completion plans per Community Collaborative Charter School policy, during designated time periods.

SECTION 4 – General Expectations
• Proctors exams per Community Collaborative Charter School policy.
• Attends all meetings and professional development.
• Follows all Community Collaborative Charter School policies and procedures.
• Follows legal mandates relative to reporting.
• Maintain accurate student records.
• Available for students as per office hours expectations.
• Responds via phone, text or email to Community Collaborative Charter School stakeholders within stated policies and procedures.
  • Parents and students within 24 hours
  • Colleagues within business day

Other Duties:
• Document and report to charter administration all formal disciplinary actions involving students and staff; address and resolve complaints from students, parents, and staff in a timely manner; ensure compliance with the Uniform Complaint Policy and the Uniform Technology Policy and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
• Performs other duties as assigned

KNOWLEDGE AND ABILITIES:
Knowledge of:
• Current trends and research concerning the growth and development of 7-12 grade children
• Knowledge of online learning platforms
• Principles, theories, practices, methods and techniques used in curriculum development, instruction and assessment
• Procedures and best practices that promote appropriate student conduct
• Educational research concerning extrinsic and intrinsic student motivation
• Guidance and Special Education practices and procedures
• Applicable sections of the Education Code and other applicable laws
• Research methods and report writing techniques

Ability to:
• Demonstrate effective interpersonal skills
• Communicate clearly in a timely manner, both orally and in writing
• Foster teamwork in a collaborative work environment
• Direct, motivate, listen to, and establish effective rapport with students and parents
• Analyze and assess student learning
• Use technology in an effective manner for teaching, communicating, analyzing, and reporting
• Motivate students to develop the skills, attitudes, and understanding needed to set a good foundation for secondary level education, in accordance with each student's ability
• Maintain professional, cordial relationships with students, parents, and staff
• Monitor children in classrooms and other learning environments
• Use good judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership
• Solve problems and take responsibility for a variety of situations in a reasonable manner where only limited standardization exists
• Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

EDUCATION AND EXPERIENCE:

BA or BS from an accredited college or university
Valid California Single Subject Credential
NCLB Compliant
ELL Authorization, or CLAD, BCLAD desirable
Passed CBEST
Negative TB Test
DOJ Fingerprint Clearance
Valid CA Driver’s License
First Aid/ CPR Certification

WORK CONDITIONS:

• Home office environment
• Evening or variable hours may be necessary
• Driving a personal vehicle to conduct work

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 essential functions.

• Hearing and speaking to exchange information
• Dexterity of hands and fingers to demonstrate activities
• Seeing to read a variety of materials and monitor students
• Sitting or standing for extended periods of time
• Lifting objects up to 25 pounds
• Noise level is generally moderate

Employee Acknowledgement:

____________________________  ______________________________  ___________________
Employee Signature          Printed Name                   Date

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