

Arkansas Virtual Academy Teacher Job Description

Arkansas Virtual Academy (ARVA) consists of highly qualified and motivated teachers to work in an innovative environment. Virtual academy teachers are part of a pioneering effort in public education.

Teachers are responsible for ensuring that students achieve mastery of learning objectives. Teachers provide guidance, instruction and support to manage the learning process and focus on students' individual needs. Teachers monitor student progress through K12[®] interactive lessons, daily assessments and work actively with students and parents to advance each child's learning.

Teaching in a virtual academy requires a strong educational background and a firm understanding of how best practices from a regular classroom can be applied to this innovative model. Though the primary focus is on academics, all ARVA teachers must be comfortable using technology and supporting new users of technology. Teachers work primarily from their homes.

As part of their regular teaching responsibilities, teachers will:

Planning and Preparation

- know the K12[®] curriculum in its entirety for assigned grade levels.
- be knowledgeable of the Arkansas Standards and Frameworks and how they align with the K12[®] curriculum.
- participate in a weekly teacher conference call with the Academic Administrator. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable.
- participate in scheduled professional development. Non-attendance will result in the loss of an annual or sick leave day, whichever is applicable.

Instruction and Student Achievement

- support parents with student placement, curriculum and instructional issues.
- support parents with school set-up and logistics questions.
- support parents and students with basic computer set-up, navigation and troubleshooting.
- respond within 24-48 hours to parent inquiries via phone and/or e-mail during the regular work week.
- proactively track student academic progress and attendance and use the non-compliant process when necessary.
- track and verify that attendance hours are being logged and correlate with number of lessons completed.
- alert administrators of any concerns about student progress.
- balance flexibility of the K12[®] curriculum with state compliancy requirements.
- individualize instruction to help each student achieve.

- conduct scheduled conferences with parents/responsible adults to assess each student's progress, learning style, and any other academic, social or developmental issues.
- study student data and build a plan for each student's success. Create and monitor progress of an Academic Improvement Plan and/or Intensive Reading Inventory for any student scoring below proficient on state exams in NORMES.
- document all conferences and necessary information in TotalView School (TVS) by way of notes and template usage in a timely manner.
- use TVS exclusively to communicate with parents.
- complete tri-weekly attendance spreadsheets to be used for state attendance reporting.
- process student change in placement, as needed.
- comply with ARVA procedures to meet Arkansas History state frameworks.
- provide corrective feedback on student work samples.
- participate on IEP teams for students with special needs.
- work with the administration to prepare students for standardized tests, including the logistics of selecting testing sites.
- serve as test site coordinators or proctor for site-based state required tests.
- utilize and test new technologies prior to being implemented by families and students.
- fully engage the growth model developed for goal setting, performance, and evaluations.
- track the delivery, return of materials and computer equipment.
- assist with various projects throughout the year with colleagues and administration, as needed,
- travel to and assist with two school outings per semester.
- devote an average of 40 hours a week or whatever is necessary to provide the highest quality of service for families and students.
- travel to regularly scheduled meetings and participate in school activities, open houses, orientations, information sessions, etc.

Leadership, Team and Building School Community

- create and maintain a class Facebook page.
- participate on three ACSIP committees on average.
- chair an ACSIP committee when needed.
- make contributions to the school newsletter.
- support school administrators with information sessions.
- lead parent orientations during late summer, early fall and for small groups, as needed.
- create, lead, and assist with student school club activities.

Requirements:

- Bachelor's degree
- current Arkansas Teaching License or appropriate state certification
- 3+ years of teaching experience
- shared view of the virtual academy's mission

- strong content and subject-matter knowledge
- ability to support and guide adults as well as students
- strong written and verbal communication skills
- organization and time-management skills
- proficiency in Microsoft Office applications, and experience using in a professional capacity
- flexible schedule

The ideal candidate will also have:

- experience working with the proposed age groups.
- experience in an innovative learning environment.
- special education training and experience (as enrollment dictates).
- experience using Internet search engines.
- experience using a student information system and/or other types of database.
- an ability to learn new technology tools quickly (e.g., database and web-based tools).
- an ability to support adults with basic computer set-up and navigation.

The Arkansas Virtual Academy has a waiver from teacher salary schedule. However, ARVA's compensation package includes a competitive salary commensurate with background and experience and complete benefits package. Benefits include the Arkansas State Public School Employee Insurance with a \$150.00 district match. The district also provides a dental package with Delta Dental which pays the employee cost of the dental plan.

The company will only consider top candidates with relevant experience and a proven track record. Interested candidates should send a cover letter and resume to jobs@ARVA.org.

The Arkansas Virtual Academy is proud to be an equal opportunity employer.

Adopted: August 28, 2007

Amended: June 21, 2011