



WCS Online Teacher – Secondary

Job Overview

The job of a WCS Online Teacher – Secondary was established for the purpose of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within WCS Online classrooms; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing WCS Online instructional and/or classroom issues and curriculum development; and responding to a wide range of inquiries from students, parents, or guardians regarding the instructional program and student progress.

This job reports to WCS Online Principal.

Essential Functions

- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Constructs curriculum in a virtual classroom environment to foster future growth and opportunities for students.
- Work with the instructional staff to enrich the curriculum using multiple strategies and online tools in imaginative ways to actively engage students in their learning for enrichment or remediation purposes.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Differentiates instruction to meet the needs of diverse students for the purpose of providing an effective program that meets District requirements.
- Monitors students in a virtual educational environment for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.



- Supports other WCS Online teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Working Environment

This role is located in a WCS building, the WCS Online teacher’s home or from another District approved site. There is occasional travel to District meetings and professional development activities.

Generally, the job requires 95% sitting, and 5% standing and walking.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience.

Minimum education: Bachelor’s degree in related field

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Prior online teaching experience preferred.
- Possesses the ability to learn and adapt to new data and delivery systems necessary for the content, resources, and systems to create, manage, and assess engaging and relevant online student learning experiences.
- Proficiency with online learning tools such as online learning management systems, virtual classrooms, computer cameras, audio, and headsets.
- Skilled in applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Knowledgeable in appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.
- Able to establish and maintain constructive relationships; adapt to changing work priorities; maintain confidentiality; exhibit tact and patience; and work flexible hours.

Required Testing:

None Specified

Required Certificates and/or Licenses:

Teacher’s Certification and/or License

FLSA Status:

Exempt

Continuing Education/Training:

Maintain Licensure

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Certified

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