



**Virtual Middle School Teacher**  
*Job Description*

<b>Department:</b>	Education
<b>Reports To:</b>	Virtual Elementary Coordinator
<b>FLSA Status:</b>	Exempt
<b>Job Classification:</b>	Certificated
<b>Stipend Pay Range:</b>	ToR Salary Schedule
<b>Work Schedule:</b>	185, 11 months
<b>Position Location:</b>	Remote Office

\*If course enrollment does not exceed or equal one (1) student by the end of the first LP of the semester, that course may be dropped and all subsequent compensation for that course to the employee will cease.

---

**Job Summary:** Virtual Middle School Teachers prepare and implement an approved curriculum for a core middle school course, providing the weekly class and an additional office hour for support. They work alongside the assigned ToR to ensure adequate progress is made in the state standards and communicate student progress and grades with parents.

Qualifications (Determined by the Employer):

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current.
- Bachelor's Degree

State and Federally Mandated Qualifications:

- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.
- Valid California Driver's License.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Advice and Support:**

The virtual teacher is expected to serve students with varying needs. A broad base of educational knowledge as well as a thorough understanding of educational opportunities available is necessary. This knowledge must include, but is not limited to, familiarity with the following:

*Virtual Teacher Job Description*  
*Board Approved: August 2022*

- School and Common Core state standards
- Curricular options to meet the standards
- Learning approaches and teaching philosophies
- School graduation requirements
- School and community in-services
- Internet resources
- Distance learning
- Community college opportunities
- Credit recovery options

**Virtual teacher responsibilities:**

- Familiarize themselves with the chosen curricula.
- Prepare an approved syllabi for each course.
- Teach up to two virtual courses per week in a core subject area.
- Conduct weekly office hour(s) (one for each course) to provide additional support for students.
- Grade all assignments for the courses that aren't autograded by curriculum.
- Provide grades for students enrolled in the courses.
- Maintain professional competence through in-service educational activities provided by the school and other professional growth activities.
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).

**Other Duties:**

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 1 business day.
- Represent the school at community events.
- Supports testing sites as needed during the testing season
- Attend professional development.

**Abilities:**

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable.
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

**Physical and Environmental 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 the essential functions.

- Sitting or standing for extended periods of time
  - Lifting objects up to 50 pounds with or without assistance
  - Noise level is generally moderate
  - Meetings conducted in public and private settings
  - Indoor and outdoor in varying temperatures
  - Employee must have available transportation and be able to drive up to 100 miles in a day
- 

**Employee Acknowledgement:**

-The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

-Incumbents will disclose all other employment if applicable and agree to not work for a competing charter. Furthermore, if it does so without disclosing, can be terminated.

---

Employee Signature

---

Printed Name

---

Date