

# MODESTO CITY SCHOOLS

REVISED

## Job Description

JC# 0712

### MODESTO VIRTUAL ACADEMY TEACHER

#### OVERALL RESPONSIBILITY

Under general supervision, recover, educate, and graduate students that meet MVA program eligibility criteria. Teachers work with a caseload of students across multiple academic disciplines to support each student to earn a high school diploma. In addition, instructional technology and the use of computer-adaptive curriculum are main components of the Academy.

#### SPECIFIC RESPONSIBILITIES

1. Participate in professional growth and training activities. E
- ~~2. Assist with recruitment of out of school youth during the training period.~~
- ~~3.~~ 2. Develop and maintain student programs, student intakes, and Personalized Learning Plans. E
- ~~4.~~ 3. Instruct students in academic subjects, including social interaction, personal development and life skills. E
- ~~5.~~ 4. Effectively use a computer to record and monitor student progress. E
- ~~6. Lead small group (up to four students) instructional sessions.~~
- ~~7.~~ 5. Demonstrate knowledge of and utilize established curriculum. E
- ~~8.~~ 6. Create assignments and activities that supplement District-adopted curriculum. E
- ~~9.~~ 7. Establish and maintain regular channels of communication with home, staff, and related agencies. E
- ~~10.~~ 8. Work with individuals to increase motivation, provide constant, positive reinforcement to learning, and constant feedback. E
9. Establish a system of student evaluation within the guidelines prescribed in State law or adopted by the District. E
10. Continually evaluate and record various aspects of students' progress and report to parents as needed and required. E
11. Identify students' needs and cooperate with other professional staff members in assessing and assisting students. E
12. Perform basic attendance accounting tasks as required. E
13. Supervise students in out-of-classroom activities as required by the Collective Bargaining Agreement. E
14. Observe professional working hours as designated by the Collective Bargaining Agreement. E
15. Attend school and District meetings as designated by the Collective Bargaining Agreement. E
16. Perform adjunct duties as designated by the Collective Bargaining Agreement. E
17. Share in the responsibility of communicating the educational program to staff and the community through such activities as open house, back-to-school and/or other similar event specific to the Academy. E
18. Provide emergency lesson plans and/or procedures for substitutes. E
- ~~11.~~ 19. Maintain accurate, complete records as required by law, District policy and administrative regulations. E
- ~~12.~~ 20. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

## MODESTO VIRTUAL ACADEMY TEACHER (continued)

### PROGRAM DESCRIPTION

Modesto Virtual Academy, ~~an independent study program,~~ is seeking exceptional teachers who share a fundamental belief that all students can be successfully, earn their high school diploma no matter what their starting point or social circumstances. Teachers in the Academy work closely with their portfolio of students to ensure that each student achieves his or her academic and personal development goals. ~~Teachers are actively involved in student recruiting, parental communication, and staff development.~~

### WORK YEAR

#### Basic Teacher Work Year

~~Teachers will instruct for 2 three-hour blocks with 30 students in each block.  
Academy will operate from early morning through the evening once at enrolled capacity.  
Students will attend for three hours and have two hours of independent study or off campus instruction.  
Teachers will be guaranteed the contracted number of days during the school year.  
Ability to work one of two 6-hour shifts—morning/afternoon or afternoon/evening as schedule dictates, including a duty-free lunch.~~

### SALARY

#### Certificated Salary Schedule

~~Salary and work year to be in accordance with the current Certificated Salary Schedule with extended hours, days, and extra assignments to be paid at the District contracted rate.~~

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Ability to work in a center with a team of certificated/classified colleagues.
- ~~Desire to work with at-risk high school students in a positive environment.~~
- Knowledge of instructional strategies to meet individual learning styles.
- Ability to use technology and software.
- Ability to establish and maintain accurate records and files.
- Ability to analyze situations and take an effective course of action.

#### Experience

##### Minimum Requirement:

None

#### Education/Credentials

##### Minimum Requirement:

~~Possession of a valid California Teaching Credential~~ Appropriate credential issued related to specific assignment/grade level.

##### Desirable Qualifications:

- Credential to teach English Language Development.
- Credential to teach either math, science, language arts, or social studies, Multiple Subject, K-12.

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

## **MODESTO VIRTUAL ACADEMY TEACHER (continued)**

### QUALIFICATIONS (continued)

#### Physical Characteristics (continued)

With or without the use of aids:

Sufficient dexterity to print or write legibly, operate telephone, type, use computer keyboard, typewriter and other business machines.

Sufficient physical ability, strength, mobility, and stamina to drive a vehicle.

### REPORTS TO

~~Site Principal~~ Senior Director, Educational Options or designee

~~Cabinet Approved: 6/14/11~~

~~Unit Approved: 10/6/11~~

Board Approved: 1/17/12

Cabinet Approved: 6/9/20

Unit Approved: 7/13/20

Board Approved: