

<b>Position:</b>	<b>Adjunct Virtual High Teacher <u>Pool</u></b>
<b>Location:</b>	<b>Virtual High School</b>
<b>Posting Date:</b>	<b>July 5<sup>th</sup>, 2012</b>
<b>Application Deadline:</b>	<b>Ongoing</b>
<b>Effective Reporting Date:</b>	<b>TBD—Determined by Need if Accepted into Pool</b>
<b>Salary Range:</b>	<b>Stipends Based on Enrollment</b>
<b>Length of Service:</b>	<b>12 months</b>

*The virtual school instructional teacher is a highly qualified teacher with technological experience responsible for the delivery of specified course content in a virtual environment. Qualified teachers accepted into the pool will be offered positions in the VHS as demand increases and/or teachers are required to support the program. For more information, please contact Jeff McCoy at [jmccoy@greenville.k12.sc.us](mailto:jmccoy@greenville.k12.sc.us)*

#### **Major Responsibilities:**

- Orient students to their coursework and communicate course requirements. This includes communicating via phone, email, chat and through the learning management system
- Provide instruction via video when applicable
- Post grades frequently via PowerTeacher
- Provide basic technological support to students/parents
- Employ technology such as webcam, video links ,and interactive software to provide both synchronous and asynchronous instruction
- Collaborate with other instructors in the virtual program
- Communicate with students, parents, teachers and administrators as needed; this includes, but is not limited to:
  - Initiating phone contact
  - Email communication
  - Returning phone calls/email within 48 hours
  - Participating in face-to-face meetings
- Augment course content in the form of remediation, modification and enrichment
- Assist with the scheduling, administering and proctoring of end-of-course (EOC) and benchmark exams
- Ensure needed information is accurately recorded in District database
- Participate in state testing; this includes but is not limited to:
  - Proctor during testing window as needed
  - Assign students to test sites
  - Follow up with students who have not been tested
  - Follow up with students, parents and/or administrators if issues arise
- Collaborate with other teachers, within the district, in the same content area
- Perform other duties as assigned

#### **Qualifications:**

- Masters degree required
- Minimum of (5) years teaching experience required
- Professional South Carolina Teaching Certificate
- Current teacher in Greenville County Schools teacher (must be teaching in the area/subject you are applying to teach in the virtual school)
- Strong curricular and instructional background

- Knowledge of Common Core academic content standards, student performance data, Greenville County curriculum, and South Carolina Standards
- Ability to prioritize and balance time requirements
- Effective organizational and record keeping skills
- Strong ability to provide both verbal and written communication effectively through a variety of media
- Proficient in District adopted software including, but not limited to
  - Moodle Learning Management System
  - Microsoft Office Suite
  - Outlook Email
  - PowerTeacher
- Ability to work effectively with others
- Ability to work on a flexible schedule and meet demanding deadlines
- Letter of recommendation from current principal