



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Secondary Teacher – PSD Virtual**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **July 15, 2020**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **20102**

**SUMMARY:** Responsible for virtually instructing secondary level students in appropriate subject area in coordination with current curriculum and within the framework of District and state content standards. The teacher will virtually manage instructional programs. Using virtual technology platforms and various curriculum tools the teacher will consult regularly with students to ensure that each student successfully complete his/her instructional program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Develop, plan, prepare, and implement: <ol style="list-style-type: none"> <li>Course content, format, structure, and schedule.</li> <li>Individualized programs of instruction for students.</li> <li>Class materials and curriculum.</li> <li>Lesson plans and learning activities.</li> </ol>
2.	Support the instructional program with asynchronous web conferencing sessions and synchronous instruction
3.	Support students and parents/guardians with alternate strategies and provide additional assistance with daily assignments and projects.
4.	Instruct students in large, small, and one-on-one situations.
5.	Administer, edit, proofread, and grade students' assignments and assessments.
6.	Build and implement virtual methods of creating and maintaining "class community".
7.	Design assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback and modify instruction.
8.	Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students.
9.	Communicate students' progress, needs, and eligibility with parents/guardians and other staff as needed.
10.	Collaborate: <ol style="list-style-type: none"> <li>With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes.</li> <li>With colleagues in virtual -based meetings and discussions.</li> </ol>
11.	Demonstrate a commitment to: <ol style="list-style-type: none"> <li>Understand, appreciate, and make accommodations for student diversity.</li> <li>Include and engage families in the student's education.</li> <li>Support all Poudre School District policies, procedures, and expectations.</li> <li>Provide personal and professional excellence.</li> </ol>
12.	Participate virtually in: <ol style="list-style-type: none"> <li>Department, team, building, and district meetings and discussions.</li> <li>Student and/or family conferences and other meetings.</li> <li>Social, cultural, interscholastic, and extracurricular activities.</li> <li>Professional growth opportunities.</li> </ol>
13.	Work during PSD Virtual's scheduled hours and be accessible to students, parents/guardians via email, phone, MS Teams, and Google Suite.
14.	Perform other duties as assigned.



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree with proper teaching licensure program required.
- Experience instructing students in a virtual setting preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Experience with Google Classroom and Schoology Learning Management System preferred
- Ability to work remotely during student contact hours and have reliable internet connectivity
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk		X		
Sit				X
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	



<b>VISION DEMANDS:</b>	<b>Required</b>
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	