

# TROY AREA SCHOOL DISTRICT

**TITLE:** Troy Virtual Academy Teacher

**DATE:** November 5, 2021

**REPORTS TO:** Assistant Superintendent

**APPROVED BY:** TASD School Board

**JOB SUMMARY:** Serve as the main point of contact between the Troy Virtual Academy program and the families of all students. Teacher will provide assistance to students through office hours, tutoring and oversight of accommodations for identified students.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Monitor student progress and ensure all students are on track to meet established learning targets and goals, including those that may be outlined in an Individualized Education Plan (IEP) and refer struggling students and/or students who are not complying with course or program policies to administration.
2. Work with students and parents in a positive, proactive manner to support each child's learning, and provide guidance, instruction, and support to manage the learning process and focus on students' individual. Needs.
3. Contacting the parents of all students on a weekly basis regarding student progress in course completion, attendance, and grading, generating program-wide weekly reports to share with building administrators regarding student progress.
4. Assist with standardized testing for online students.
5. Provide virtual office hours for students.
6. Establish an in-person schedule for students to come for direct instruction.
7. Provide all resources needed for students to be successful working in a virtual educational environment.
8. Transfer grades to the guidance office during progress reports and report card dates in accordance with the marking periods
9. Coordinate all technology needs or student support needed through the IT Department
10. All other duties assigned by the administrative team

## **QUALIFICATIONS FOR THE POSITION**

Bachelor's Degree in Education  
Pennsylvania Teaching Certification  
Special Education Certification  
Proficient with utilization of learning management systems (LMS)  
Strong educational background with a firm understanding of how best practices from a regular classroom can be applied to online learning  
Demonstrated skill in the use of technology to enhance student learning  
Strong organizational skills  
Proven ability to work independently without constant direct supervision  
Ability to effectively communicate, both verbally and in writing, with stakeholders, including staff, students and families  
Proven ability to establish and maintain effective working relationships with students, staff, parents and the public  
Ability to effectively multi-task and work in an environment with frequent interruptions  
Strong understanding, appreciation of, and commitment to confidentiality

## **QUALIFICATIONS FOR EMPLOYMENT**

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.  
Ability to mostly sit with some walking, standing, or moving throughout the district

## **WORK ENVIRONMENT:**

Typical classroom environment  
Subject to inside environmental conditions

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*