



Position Summary

The primary purpose of this position is the online instruction and supervision to a diverse group of students keeping within the law, board policies, and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in subject areas taught and District standards. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment. Online teachers will also interact with students in person at the Eugene Online Academy location.

Supervisory Relationship

This position reports to the school principal and/or other building administrator.

Essential Functions

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

1. Effectively works with and responds to people from diverse cultures or backgrounds.
2. Cultivates and models a respectful working and learning environment.
3. Utilizes effective, proactive behavioral management skills in all school settings.
4. Uses current body of knowledge in cultural diversity issues in teaching and curriculum development to design and adapt individual/group academic and behavioral/social programs in all school settings
5. Instructs students directly and guides the learning process toward the achievement of curriculum goals; establishes clear objectives for all instructional units, projects and lessons to communicate these goals and objectives to all students.
6. Implements individual plans (IEP/504/TAG/etc.)
7. Diagnoses the instructional needs of all students and prescribes appropriate learning activities for each student.
8. Works effectively and collaboratively with diverse student, staff and community populations.
9. Works collaboratively with other school personnel (e.g., Title I, regular education, school psychologist specialists, classified staff) in meeting the diverse social and academic needs of all students
10. Works with team members to accomplish mutually agreed upon goals.
11. Is responsive to feedback from colleagues and administrators and is able to apply feedback to improve skills and services to all students.
12. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.

13. Establishes and maintains open lines of communication with all students and parents/guardians concerning both the academic and behavioral progress of all assigned students.
14. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
15. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
16. Works as an active, contributing team member of school teams, regional teams, district teams to solve problems and create new opportunities.
17. Facilitates and mediates difficult meetings where there are conflicting interests or opinions.
18. Conducts in-service programs for parents and school personnel.
19. Operates computer and software programs as related to job responsibilities.
20. Follows district and school policies, procedures, rules, regulations, and guidelines, and the provisions of the contract and exercised professional judgment when acting in the absence of a covering guideline or policy.
21. Submits all reports, forms, records and data as requested by the alternative education administrator.
22. Serves as teacher of record and mentor for students both with the school site placement and for online classes assigned to the position.
23. Maintains regular and prompt attendance.
24. Performs other duties as requested.

Required Knowledge, Skills and Abilities

1. Ability to work effectively and collaboratively with diverse students, staff and community populations.
2. Must be dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
3. Maintains the integrity of confidential information relating to a student, family, colleague or district patron. Uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

Working Conditions and Environment

1. This position is primarily performed indoors in school buildings.
2. This position may require traveling between multiple work sites.
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Requires walking and standing for extended periods.
5. Requires frequent and prolonged use of computer equipment including monitor, keyboard, and mouse.
6. Evenings and/or extended work hours may be required.
7. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
8. Work may involve occasional lifting of objects weighing 15 to 25 pounds.
9. Requires transporting student files, assessment materials and supplies.

Minimum Qualifications

- Valid Oregon teacher's license with appropriate grade level/subject area endorsement.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Karen Hardin, Director of Human Resources
Last revised	March 2, 2020

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date