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## **JOB POSTING Internal/External Grant Funded**

**Position Title:** Virtual Teacher (On-site)  
**Terms:** 2023-2024 School Year  
**Salary:** Per RCEA Contract  
**Reports to:** Virtual School Administrator  
**Closing Date:** September 15, 2023, or until filled

Reed City Schools is looking for a computer-literate teacher for students participating in the virtual curriculum.

### **Required Qualifications:**

- Ability to tutor and assist students in high school mathematics courses
- Bachelor's degree from an accredited college/university
- Must be highly qualified and hold a valid State of Michigan Secondary Teaching Certificate
- A flexible schedule is required

### **Experience:**

- Successful experience working with high school students is preferred

### **Responsibilities:**

- Encourages students to set and maintain high standards of classroom behavior and academic achievement
- Maintains a virtual classroom environment that is conducive to learning and appropriate to the maturity and individual academic level of the students
- Contacts students daily by phone, text, or email to encourage daily attendance and engagement
- Follows the student handbook while adhering to District's policies
- Maintains daily logs and check-ins with students enrolled in the virtual classroom
- Refers students for tutoring support as needed
- Organizes computer lab class signage, assists with student sign-on, assigns lessons, and conducts assessments, testing, and final exams as required. Tracks course completions and assigns new courses to students after a class has been successfully completed.
- Assists with identifying platform problems, program usage issues, and works with tech support staff to resolve
- Establishes and maintains positive open lines of communication with students, colleagues, and parents concerning both the academic and behavioral progress of assigned students
- Follows procedures for safe storing and integrity of all public and confidential school records
- Displays the highest ethical and professional behavior and standards when working with students, parents, and school personnel

- Notifies immediately appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances
- Report incidents regarding violence, vandalism, attendance, and discipline matters to the Administration
- Assist with identifying and addressing the special needs of students including health-related concerns, and physical and emotional needs, and reports to the Administrator
- Attends required meetings and training as required
- Proctors State and Local assessments
- Regular and reliable attendance and physical presence are required
- Demonstrates the ability to withstand the physical and mental rigors of teaching
- Other duties as assigned by the administrators

**Applicants:** Qualified candidates should submit a resume, letter of interest, college transcripts, copy of Michigan teaching certificate, and three (3) professional letters of reference to: [applicant@reedcityschools.org](mailto:applicant@reedcityschools.org).

*The Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate*