

Virtual High School @ PWCS Online Instructor Job Description

(The VHS @ PWCS is looking primarily for former or current Prince William County teachers to instruct courses online.)

Profile of an Online Instructor:

Content knowledge and excellence inside the classroom are a starting point, but teaching online requires many other traits. An exceptional online instructor for the VHS @ PWCS can think outside the box and thrives on change and challenges. An unconditional commitment to the success of students is necessary. The ability to motivate students in a distance learning environment and the willingness to be flexible and help them become self-disciplined and effective time managers is required. Our online instructors must have advanced skills in technology so they can focus more on student learning than on the tools of instruction. Patience and an aptitude for technical troubleshooting is a must. Instructors must be confident in the efficacy of online learning. There are no bells that begin and end classes and the instructor is not the focus of the instruction in a distance learning course. Therefore, instructors must feel comfortable working in a student-centered setting and utilize effective techniques for this environment.

Specific Duties:

- Plans, prepares, and implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in changing curricular needs and offers plans for improvement.
- Interacts with students and parents via email, instant message, threaded discussion, synchronous chat and phone.
- Grades and posts student work. Provides constructive and detailed feedback to help students achieve academic success.
- Maintains effective and efficient record keeping
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Collaborates with peers to enhance the instructional environment.
- Demonstrates gains in student performance.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others.

Pay: Instructors for the VHS @ PWCS are considered temporary employees without benefits and are paid based on course enrollment. The rate of pay is based on student enrollment and a course may be canceled for enrollments under five. Renewal for each session is based on positive evaluations from VHS staff and students.

Schedule: The VHS @ PWCS offers three sessions per year: fall, spring and summer. Instructors are expected to attend all meetings and professional development requirements. There are three face to face meetings: Orientation, Mid-term and Final exams. The VHS @ PWCS instructor position should not affect your regular teaching day. Office hours and meetings are scheduled in the afternoon and evenings.

Minimum Qualifications:

- High School classroom teaching experience and certification by the Commonwealth of Virginia to teach within the content area.
- Experience in taking, teaching, or developing an online course, or highly competent in integrating online learning into the traditional curriculum.
- Excellent written communication skills.
- Proficient in using email, managing files, recording and reporting grades electronically, and using computer applications including word processors and spreadsheets.
- Operational knowledge of the internet and web-related technologies.
- Works independently with little direct supervision.
- Accepts responsibility and is self-motivated.
- Displays effective multi-tasking and time management skills.
- Must meet NCLB qualifications for Highly Qualified Teachers.
- Utilizes all required and recommended VHS computer applications.

Special Conditions of Employment:

- Must conduct online office hours (4-6 per week fall and spring and 20 per week summer)
- Must instruct live lessons during office hours via Collaborate tool
- Must attend and complete all training sessions and intern as a teaching assistant with a current online instructor.
- Must attend face to face orientation and exam sessions with students.
- Must have minimum required computer configurations and a reliable internet connection.

Application Process:

To be given full consideration, applicants must submit a resume, cover letter highlighting online experience as student or teacher, two letters of recommendation from school administrators, and evidence of teaching excellence to:

Gina Jones, Administrative Coordinator, Virtual High School
15000 Graduation Dr.
Haymarket, VA 20169
(jonesgk@pwcs.edu)

All materials will be treated as confidential documents.

Please indicate the content area and grade level for which you are applying.