

EQUAL OPPORTUNITY EMPLOYER
CHANDLER UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

**ONLINE INSTRUCTOR POSITIONS
CHANDLER ONLINE ACADEMY**

Instructor Days:

July 18, 2017 – May 31, 2018: Online Instruction (*Remote*)
Hours: Varied; includes nights, weekends, intersessions

Online Instructor

The Full-Time Academic Online Instructor is responsible for the day-to-day instruction and support of online learners. The Online Instructor's primary responsibilities are: establish positive rapport and connection with students through regular communication in email, phone calls, assignment feedback, and in the virtual classroom; evaluate student work and provide detailed feedback to support learning; monitor student activity/engagement in courses and help keep students on track for successful course completion; provide one-to-one and/or small group instructional support using a synchronous learning forum; develop a positive relationship with parents/guardians and provide regular updates on student progress. Online Instructors are also responsible for basic course maintenance including: updating announcements; controlling access to course material such as lessons, assignments, exams; as well as review and evaluation of online course curriculum and assessment validity.

Online Instructors are required to provide evening and weekend support to students in the form of telephone calls, emails, response to submitted assignments within online courses, and virtual tutoring. About 50% of the Online Instructor responsibilities described above will be completed remotely with the exception of trainings/staff meetings, and about 50% will be daily test proctoring conducted Monday-Friday from 2:30-7:00 in a school computer lab. Online Instructors must own a computer with speakers/audio capability and consistent high speed internet access. Most home computers meet basic system requirements for our software but you may visit <http://www.cusd80.com/page/27923> for more detailed requirements.

Qualifications/Skills

- Moderate computer proficiency and experience with the following software and applications: Microsoft Word and Excel, chat room/synchronous learning environment (virtual classroom), BUZZ learning management system or another LMS
- Basic trouble-shooting and technical support for remote users
- Ability to establish positive and meaningful connections with students and parents remotely using email, phone and chat room communication
- Experience as an online instructor or virtual tutor desired
- Enthusiastic and proactive approach to monitoring student engagement and promoting student motivation
- Excellent problem solving skills for successful independent navigation of a variety of software applications
- Flexibility and creativity in classroom management and instructional strategies in a distance learning environment

Inquiries may be directed to Jarrett Pack at Pack.Jarrett@cusd80.com

DISTRICT EMPLOYEES WHO ARE QUALIFIED AND INTERESTED IN THE POSTED POSITION SHOULD SUBMIT A LETTER OF INTEREST INCLUDING QUALIFICATIONS, UPDATED RESUME, AND CURRENT TEACHING CERTIFICATE WITH SUPPORTING DOCUMENTS FOR ALL AREAS IN WHICH HIGHLY QUALIFIED TO **JARRETT PACK AT CHANDLER ONLINE ACADEMY.**

CHANDLER ONLINE ACADEMY
ONLINE INSTRUCTOR COMPENSATION

- I. Teacher/Student Ratio- up to 200 students
- II. Compensation: See teacher salary