

## **Teacher- Online Instruction**

TYD is a nonprofit organization with a mission to *equip Pima County youth to gain employment, achieve self-sufficiency and reach career potential through education and training.* We are seeking a full-time Data Analyst to support our overall mission, focusing on the mission of our Schools- *Alternative, rigorous, technology-enhanced instruction for "at-risk" youth leading to graduation and preparation for success beyond graduation.*

**Work hours are Monday-Friday, 8:00 am – 4:00 pm.**

### **Overview:**

The Teacher- Online Instruction is responsible for the academic success of students taking district-approved online courses for learning. They are also responsible for all the essential instructional processes by serving as the instructor, mentor, and tutor in Science, English Language Arts, Math, Social Studies, Electives, etc. The Teacher- Online Instructor monitors student engagement and progress in online courses, updates courses with district approval, and provides group or individual student instruction as needed. They will collaborate with other teachers, professional staff, and administrators to address instructional and/or classroom issues and respond to inquiries from students' parents or guardians regarding the instructional program and student progress.

### **Job Duties:**

- Implements instructional strategies with district approved on-line learning system.
- Follow the pacing and scope and sequence of their brick and mortar counterparts.
- Utilize districts adopted resources and create instructional resources to meet the varying needs of learners.
- Participates in Professional Learning Communities (PLCs) for course development, data review and instructional practices.
- Analyze student data to prescribe remediation and enrichment as needed.
- Maintains and or retrieves accurate student records to include academic progress and ensure student compliance with entering daily attendance.
- Usage of best practices and strategies for online teaching: Uses a syllabus, welcomes students, high instructor presence and communication, clear grading and feedback, rubrics, actively participates and facilitates discussions and groups, uses data to ensure student retention, demonstrates a high level of technical skills and uses help resources as needed.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Provides accommodations for students with 504s and IEPs as directed by the district.
- Assists with proctoring district assessments at a campus or in a lab setting (if required).

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university.
- Valid AZ Teacher Certificate
- Minimum of three years of teaching experience – online or in a brick and mortar environment
- Must possess/ be able to obtain a Valid IVP Fingerprint Clearance Card.
- Valid AZ Driver's License with insurance coverage of 100,000/300,000
  - Must have the skills to actively monitor and track individual student progress and provide mediation and direction as needed.
  - Must have knowledge of Microsoft Office, Google Products, and internet-based applications.
  - Bilingual (English/Spanish). The ability to read and write Spanish – preferred
  - Familiar with Edgenuity Learning Management System or other online platforms- preferred.

**\*Benefits\***

- Salaried position
- Medical, dental, and Vision
- 403B and 403B match
- Paid Federal holidays
- Paid school breaks
- Health Reimbursement Account (HRA)
- Employer contributes to the majority of your health insurance!