

# Virtual Learning Instructor Job Description



## **POSITION TITLE: Virtual Learning Instructor**

**QUALIFICATIONS:** Must have a valid teaching certificate in the state of Kentucky. Must have a Bachelor's degree or higher from an accredited institution. *A minimum of four years of teaching experience and previous online teaching experience preferred.* Must have the ability to establish and maintain strong cooperative relationships with school leaders, students, families, and online learning platform partners. Holds a personal philosophy of education that is compatible with the success of every student.

## **RESPONSIBLE TO: Principal and/or Designees**

**SCOPE OF RESPONSIBILITIES:** To provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth and for organizing and implementing an instruction program that results in students achieving academic success in accordance with District and state policies and laws.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:**

1. Ability to communicate effectively with all stakeholders in the IXL Learning program and/or other District approved learning platforms in written and oral form, including electronic media, using positive interpersonal skills
2. Highly skilled at implementing best educational practices resulting in demonstrated student achievement gains
3. Ability to organize, prioritize, manage, and perform duties efficiently and within established timeframes
4. Ability to use effective strategies in differentiating instruction
5. Knowledge of curriculum and instructional best practices for online learning
6. Exhibit knowledge of standards-based curriculum and instructional programs and practices for the elementary and/or middle school level(s).
7. Ability to establish and maintain a cooperative working relationship with students, parents, teachers, and administrator
8. Demonstrate effective data-based problem-solving skills

## **Required Technology Skills**

1. Familiarity using Google: Gmail, Drive, Classroom, etc.
2. Familiarity using synchronous communication platforms
3. Familiarity with use of various social media platforms to communicate
4. Familiarity with Infinite Campus student management system

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## **Planning:**

1. Utilize and/or design the educational instruction program so that it is consistent with the educational philosophy of the district
2. Implement and evaluate IXL Learning's curriculum or District approved learning platforms, schedule, philosophy, goals, and objectives reflecting school, District, and state goals
3. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
4. Assist with school-wide data analysis

## **Instruction:**

1. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
2. Provide differentiated instruction to meet the needs of all students
3. Collaborate with the instructional team concerning student educational needs as requested
4. Clearly articulates deadlines, schedules, and procedures to students and parents to ensure that students complete coursework in a timely manner
5. Assist administrator with student placement
7. Assist students and parents with technical support requests relating to the course interface and student information systems
8. Uses a variety of programs and software applications, as appropriate, to complete instructional and administrative tasks
9. Participate in teacher training as scheduled by administrator
10. Implement blended learning models if necessary

## **Communications:**

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies

## **Monitoring and Reporting:**

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient record keeping procedures
3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies

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5. Evaluate student performance on a regular basis and provide feedback to students and parents
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
7. Ensure that each student enrolled in IXL Learning or District approved learning platforms has accurate, up-to-date records
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the administrator for necessary interventions
11. Alert administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate

**Terms of Employment:** Virtual Learning Instructor position shall be for a contracted school year or equivalency of depending on need or as otherwise decided by the Board of Education in accordance with applicable Kentucky law.

**Evaluation:** Performance shall be evaluated annually through the principal and/or designees.

**COMPENSATION:** \$1500 Stipend

BOE Approved: 9/11/25