

**Richland Parish School Board
Job Description**

TITLE: General and Special Education RVA Teacher (Grades 6-12)

MINIMUM QUALIFICATIONS: College degree, valid standard Louisiana Teaching Certificate pursuant to BESE

REPORTS TO: RVA director/RCCA Lead Teacher and/or Special Education Supervisor

SUPERVISES: Assigned Virtual Students

JOB GOAL: Ensures all Richland Parish students 6-12 have access to high quality virtual learning options remotely and face-to-face.

TERMS of EMPLOYMENT: 9 month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in the teaching profession.
2. Assume responsibility for growth in student learning in the assigned area of instruction..
 - a. Ensure that student growth is continuous and appropriate for all students.
 - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
3. Plan and prepare in advance for supporting virtual students and coursework.
 - a. Establish learning objectives consistent with appraisal of student needs, requirements of district-adopted curriculum, and knowledge of human growth and development.
 - b. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
 - c. Create and maintain a virtual classroom environment that provides for students involvement in the learning process and enables each student to achieve learning objectives in the least restrictive environment.
 - d. Establish, post, and enforce rules and expectations for student behavior in virtual learning.

- e. Implement all components of relevant district-adopted virtual curriculum with fidelity.
 - f. Use all available resources including differentiated instruction through RTI to develop intervention plans for students failing to progress at an acceptable pace with their classwork and/or virtual courses.
 - g. Provide regular, rigorous assessments which are aligned with the depth and rigor of the state standards and content, including curriculum resources, and provide timely academic feedback to promote student learning via virtual platform.
 - h. Understand individualized plans for assigned students with behavior, health, learning needs and ensure accommodations and modifications are in place in the virtual classroom.
4. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
 5. Provide accommodations and/or interventions for at-risk/remedial students, and/or sub-groups as appropriate(i.e., IEP, IAP, etc)
 6. Exert every effort to provide and document clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct and ways they can assist student learning and behavior. Be available for parent teacher conferences either in person or virtually.
 7. Assist school administration in implementing all policies and rules governing student conduct and effective school operation, including overseeing overflow students from the alternative school as needed.
 8. Monitor student conduct throughout the school building, grounds, virtually and enforce all policies and rules governing student conduct.
 9. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
 10. Take all necessary and reasonable precautions to protect students, equipment, books, materials, computers, and facilities.
 11. Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, computers, and resources accessible to provide opportunities for students.
 12. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, weekly check-ins, classroom schedules, student assessment data, students written work, documentation of RTI, accommodations and/or modifications.

13. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, professional learning community meetings, grade-level meetings, staff development, instructional leadership- team meetings and various committees.
14. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by Lead Teacher, RVA Director, or district administration and perform work as required.
15. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events not more than six times per school year, and parent/student orientations as needed throughout the school year.

Professional Responsibilities

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice, at minimum 24 hour notice whenever possible, of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.

15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperations, sense of humor, tact, creativity, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), and State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Beginning of the year and end of the year set-up procedures and processes.
18. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____