



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Teacher on Assignment Distance	<b>Location:</b>	Student Achievement
<b>Reports To:</b>	Student Achievement Director	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	10 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Current Arizona Teachers Certification preferred.
- Graduate work equivalent to a Master's Degree in educational technology, curriculum, instruction, or other related areas
- Five years successful teaching experience. Knowledge of various models for quality instruction
- Familiarity with state-of-the-art audio, video, and computing technologies for online instruction
- Ability to communicate effectively orally and in writing.
- Experience in delivery of information to adult groups
- Experience in delivery of information via online systems
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as the staff specialist for developing and improving online instruction

### Responsibilities and Requirements

#### ONLINE CURRICULUM AND INSTRUCTION

- Assist in developing the scope and sequence for appropriate online classes.
- Develop a cadre of highly qualified online instructors.
- Establish acceptable standards to design courses developed for online delivery.
- Recruit a cadre of highly qualified teachers who will create appropriate courses for online delivery.
- Conduct training aligned with the objectives of the district, state, and federal standards for online instructors.
- Recruit a cadre of web designers who will manage and maintain the online learning web site.
- Team with online teachers as a resource, researching materials for specific projects or problems.
- Conduct research of appropriate hardware/software for continued improvement of instruction delivered online.
- Search for best-practices of online instruction and implement changes as needed to ensure the highest quality of online instruction and curriculum.
- Serve as a resource for future improvements to online instruction and curriculum.
- Assist in the publicity of online courses with newspapers, radio, TV, and other media.
- Coordinate online learning with the high school, especially the guidance center.
- Evaluate the development of the online instruction and curriculum.
- Assist in gathering data and preparing reports to meet district, state, and federal guidelines relating to online instruction.

#### STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on the District Technology Committee
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities.
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers; coordinates programs for therapeutic purposes integrates overall developmental goals into the academic setting.
- **TEAM MEMBER:** responsible for teacher evaluations and classified evaluations as required by supervisor.



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### STUDENT PERSONNEL

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation

### OPERATIONS

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations.
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance.
- **TEACHER ABSENCE:** advise administration in accordance with district policy.
- **BOOKS & SUPPLIES:** account for school and district property, as required.
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures.
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

### FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

### SCHOOL/COMMUNITY RELATIONS

- **INTERPRETATION:** interpret school policies and programs to students and parents

### OTHER

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.