



- Provide and maintain a safe and supportive environment in the classroom and on the school campus.
- Additional Essential Functions for Virtual Teachers:
  - Provide instruction to virtual students both in a virtual and in a school setting.
  - Implement effective practices associated with digital, blended, and virtual online learning.
  - Effectively communicate with parents and students using emails, phone calls and video conferencing.
  - Support school initiatives as directed by administration.
  - Travel throughout the District to assigned school(s) using own transportation.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Understand and adhere to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time as defined in DP342 – Hours of Work-Licensed. Requires daily attendance at assigned work location.
- Perform other duties and responsibilities as assigned by the principal/administrator.
- Regularly required to speak and/or hear. Frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. Occasionally required to use hands to handle or feel and may be required to climb or balance.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in Sp. Ed., P.E., CTE, Theatre and/or Art may be required to occasionally lift and/or move up to 50 pounds.
- Visual abilities to see and supervise students.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements. Bachelor's degree in a related field preferred.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Knowledge of State Core Standards and Board of Education adopted guidelines.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

- Virtual Teachers also require:
  - Ed Tech Endorsement or successful completion within 2 years of hire.
  - Strong computer, educational, and communication skills using technology including emails and video conferencing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.