

## **iQ Academy Pinnacle Teacher Job Description**

**Position:** iQ Academy Pinnacle Teacher

**Term:** Begin date: August 11, 2008      End date: Indefinite

**Description:** This position will support the iQ Academy Pinnacle curriculum and students.

Applicant must possess Arizona teaching certification in subject area and a fingerprint clearance card in addition to a computer with appropriate Internet connectivity and software.

### **Specific Responsibilities:**

The Teacher will:

- Teach courses following a proactive instructional methodology, including
  - Contact each new student to welcome them to the course.
  - Contact the academic advisor to introduce self and provide any additional information about course requirements/expectations.
  - Contact individual students who are inactive for a period of 3 or more days. Contact academic advisor if a student is inactive for a period of 3 days or more.
  - Closely monitor student progress relative to their individual course schedule. Monitor end dates to ensure students are staying on track in the course, and proactively contact the student and mentor if concerns arise or if an extension is recommended.
- Provide motivating, timely, and constructive feedback for student assignments, including
  - Providing motivating comments and constructive feedback for each assessment item.
  - Evaluating all subjective assessments (homework assignments as well as subjective exam components) and assigning an appropriate grade to each within three days of student submission.
  - Ensure that final grades are issued in a timely manner when a student completes a course, within 5 days of when the student's last assignment was submitted or when their end date has passed.
- Communicate effectively with students and academic advisor at different technology skill levels to support instruction and advance educational goals, including
  - Holding regularly scheduled office hours each week (minimum 1 hour session each week) via Elluminate and ensuring that students unable to attend these sessions have access to recorded meetings.
  - Providing useful information to students to support success in each course by updating the course home/syllabus area in each course section at a minimum to ensure that it includes a complete syllabus, an explanation of course policies, grading policies, staff information, contact information, and other appropriate information needed as students take the course.
  - Responding to student and academic advisor inquiries, questions and requests for help within one day of receipt, regardless of the medium (email, phone call, etc.)

- Demonstrating proper and proficient distribution of announcements and updating these regularly (at least monthly) so that enrolling students feel welcomed and part of the course throughout.
- Managing and communicating effectively via the telephone, email, and the Message Center. Demonstrating proper use of voice mail (if applicable).
- Managing and communicating effectively via the discussion board. Demonstrating proper use of the discussion board, including creating forums, ensuring students stay on topic, and maintaining a collaborative environment.
- Demonstrating sufficient use of a Web browser and search engine to locate and evaluate technology-based educational sites that support the instruction and enhance interactivity. Demonstrating proficient distribution of websites.
- Work with other staff and faculty in a cooperative, professional atmosphere, including
  - Effectively reviewing courses on an as-needed basis to ensure accurate and current content/assessments.
  - Collaborating with staff, teachers and/or course writers on an as-needed basis in order to enhance the curriculum.
  - Participating in faculty meetings, hardware, software and/or educational training sessions as scheduled.
  - Providing at least two weeks notice before taking any vacation consisting of three or more days off.
- Keep accurate, organized records, including
  - Developing and maintaining educationally sound rubrics and applying them to the grading process.
  - Demonstrating ability to record and submit timesheet on a regularly scheduled basis.
- Pursue professional development opportunities, including:
  - Satisfy all continuing education requirements as dictated by state teaching certification.
  - Attend summer institutes sponsored by The College Board (AP teachers only).

**Compensation/Benefits:**

Will be provided on your contract.

**Company Structure:**

The Teacher will report directly to VP of iQ Academy Arizona, a program of Pinnacle Education.