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## Synchronous Instructor

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Role: Synchronous Instructor

Location: Odyssey Online Learning

Reports to: Varies based on subject area, see OOL Offer Letter indicating supervisor.

Direct Reports: None

FLSA Status: Exempt

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### **Job Summary:**

This subject-specific teacher is responsible for managing the synchronous learning environment for group and individual instruction. The Synchronous Instructor interacts in real-time with the student through a variety of methods, including online lectures, discussion groups, tutorials, and occasional field trips and face-to-face meetings or events. All full-time teachers typically work from 8am-4pm Monday-Friday. All Synchronous Instructors work online from a home-based office. Occasional travel around the state is required for student testing, student events, and professional development.

The items outlined below identify a number of tasks and responsibilities that cover the key areas of the expectations for the job of a Synchronous Instructor. Some of the roles and responsibilities may change and additional responsibilities may be assigned throughout the course of the school year.

### **Main Responsibilities:**

- Instruction and Student Achievement
  - Learn the OOL curriculum for assigned grade levels and subjects
  - Demonstrate knowledge of state standards, testing requirements, and graduation requirements within the core content
  - Consistently review curriculum and adapt instruction to align with the SC State Standards
  - Evaluate and provide feedback for subjective questions in the students' assessments.
  - Consistently seek new ways to better serve students
  - Model and foster collaborative relationships between the Teaching Team, SES Team, School Counselors, and other OOL Departments to drive student engagement and successful positive outcomes
  - Monitor Discussion Boards / Forums to answer student questions and resolve issues within 24 hours of the original posting.
  - Adequately prepare students for End-of-Course exams and increased academic achievement
  - Use information generated from the student's performance to make data-driven decisions and adjustments to the curriculum and learning model.
  - Use the LMS to provide students and parents with regular feedback regarding student performance and progress
  - Provide intervention tasks for students to complete to gain knowledge, skills and confidence to raise achievement and address weaknesses on a particular learning standard.
  - Provide Small Group Instruction and Study Groups to meet individual student needs
  - Continuously monitor student progress to ensure overall student success rate
  - Support the learning needs of special education students



- Maintain the Virtual Learning Environment
  - Manage and maintain a home office free from distractions, that supports instruction and student achievement
  - Initiate and strengthen relationships with students and their families through many different interactions
  - Organize and participate in orientation, student testing, training, social and educational activities, field trips and clubs for students and families
- Professional Responsibilities
  - Commit to the use of cutting-edge technology to deliver high-quality instruction to students state-wide
  - Build community by contributing to school message boards, newsletter and events
  - Participate in staff meetings and professional development sessions
  - Participate in the Mentoring program as either a Mentor or a Mentee
  - Communicate with colleagues and supervisors on a regular basis
  - Participate in student recruitment and registration activities to help the school meet enrollment goals
  - Maintain confidentiality as required by the school and by law
- Additional duties as assigned

**Key Relationships:**

Internal: Executive Director, Assistant Administrator, Director of Operations & HR, Director of Student Services, Director of Enrollment & Compliance, SPED Coordinator, School Counselors, Student Engagement Specialists, and SPED Teachers

External: Parents/Guardians, Students, Charter Board, School District, and State Department of Education

**Key Behavioral Competencies:**

- Personal Accountability - When committed to do something, doing it decisively, responsibly and with urgency. Can be relied on consistently, including:
  - Demonstrates a strong sense of urgency through prioritizing and following through on commitments
  - Drives hard to meet and frequently exceeds goals and objectives within tight timeframes.
- Decision Making
  - Makes timely decisions
  - Takes bold, decisive action or makes commitments after considering the available courses of action and the needs and values of others.
  - Follows relevant work procedures in line with defined internal and external standards given by the Executive Director and/or Odyssey Online Learning
- Adaptability
  - Responds to change with a positive attitude and a willingness to learn new ways of working.
  - Seeks new skills, behaviors and knowledge to increase personal performance capabilities.
- Relationship-Building
  - Consistently demonstrates professional communication skills
  - Models effective leadership qualities while maintaining a positive demeanor
  - Establishes rapport with people easily
  - Develops and maintains a network of contacts who can provide information, help and access to others.



**Background:**

- Bachelor degree
- Minimum one-year teaching experience in a traditional (brick & mortar) school preferred
- Experience teaching or participating in an e-learning/online learning course preferred
- Teacher Certification or approved alternative certification; willingness to pursue certification in other states based on the needs of the school
- Content proficiency
  - Baccalaureate or Advanced degree in the subject to be taught, or
  - Passed a rigorous state content exam in the subject
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, Zoom, and Google Suite
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and audio podcasts
- Ability and availability to travel within the state as needed
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment
- Experience developing and revising curriculum preferred

**EMPLOYMENT AT WILL**

Your employment with Odyssey Online Learning will be at will. This means that either you or the School and/or the Charter School Board may terminate the employment relationship at any time, for any reason or without reason.

I have read and understand the expectations of this job description.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**An Equal Opportunity Employer**

It is the policy of Odyssey Online Learning to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, sex, gender identity, and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.