

JOB OPENING

Online Classroom Teacher

Position Title: Classroom Teacher

Position Type: Part-time, work-from-home, employee position

Estimated Flexible Hours: 10-15 hours per week

Estimated Fixed Hours: 90 min. live class session each week

Academic Year: August–May

ABOUT THE ACADEMY

HSLDA Action is a homeschool advocacy organization that seeks to advance opportunities for homeschooling. We believe that education begins at home and are working to protect the freedoms that allow families to pursue the best education possible for each child. As a division of HSLDA Action, HSLDA Online Academy provides more than 40 online, interactive, biblically-based courses for grades 7-12. Our courses promote teacher-guided, parent-supported, student-led learning that is tailored to fit the homeschooling lifestyle.

ABOUT THE COURSES

Each course is designed by a Course Developer, who creates the entire course curriculum, including assignments, tests, pre-recorded video lectures, written lectures, and other course components. After course design is complete, the Course Developer often stays on as a Master Teacher (i.e., course supervisor).

Each course is supervised by a Master Teacher and is broken into multiple class sections (25–35 students), each led by a Classroom Teacher.

In addition to pre-recorded video lectures (created by the Course Developer), courses also include weekly live, online class sessions. The Classroom Teacher hosts these live class sessions at a regularly scheduled time each week. The Classroom Teacher is responsible for reviewing content created by the Course Developer and creating his or her own notes and presentations for the live class sessions.

POSITION SUMMARY:

HSLDA Online Academy is seeking dedicated, Christian Classroom Teachers to instruct, assist, and evaluate online students and provide instructional and clerical support to the Master Teacher during the academic year.

Classroom Teachers are coached throughout the year by our faculty support staff and encouraged to strengthen their teaching skills through professional development sessions on relevant topics. At the end of each semester, each teacher receives a performance evaluation with individualized feedback and suggestions for growth.

PRIMARY RESPONSIBILITIES INCLUDE:

- Following a pre-developed curriculum plan created by a Course Developer/Master Teacher
- Creating notes and slides for weekly live class sessions
- Leading live, online class sessions each week to instruct and interact with students
- Grading student work and providing individual feedback on assignments
- Providing timely answers to student questions via email and in online Q&A forums
- Quality checking online curriculum, to ensure that deadlines are set correctly, etc.

REQUIRED QUALIFICATIONS:

- A bachelor's degree or higher in the courses subject area or a *closely-related* subject
- Teaching or tutoring experience *at the high school level* in a *closely-related subject*
 - Candidates who have taught only at the college level, or candidates who have no teaching experience, may not be considered.
- Strong oral and written communications skills
- High level of comfort using technology
- Knowledge of the Bible and Christian worldview
- Availability to teach a live class session between the hours of 9:00 a.m. and 4:00 p.m. Eastern time on Monday, Tuesday, Wednesday, or Thursday

STRONG CANDIDATES WILL ALSO DEMONSTRATE:

- Prior teaching experience in an online setting
- Familiarity with online learning and the needs of online students
- Familiarity with home education and the needs of homeschooled students

TECHNOLOGY REQUIREMENTS:

- Operational knowledge of the Internet and web-related technologies and ability to quickly learn new technologies used in the course
- Reliable and high-speed internet access, a personal computer, a microphone, and a webcam (the microphone and webcam may be built-in to a laptop computer).
- For Math, Science, Finance, and Foreign Language instructors: 1) a tablet or all-in-one laptop, 2) a stylus

HOW TO APPLY:

Qualified applicants should send their applications to academy@hslida.org. Please include the following in the subject line: "Classroom Teacher Application for [insert course name]".

You are welcome to apply for multiple positions, but please keep in mind that first-year Academy instructors may only teach one section of one course.

If you are interested in applying for multiple positions, only one application email is necessary. Please list the courses/positions that interest you in order of preference.

PLEASE INCLUDE THE FOLLOWING ITEMS IN YOUR APPLICATION:

- Your résumé or CV
- A brief cover letter detailing why you believe you are a good candidate for this position
- A professional or academic writing sample: no fiction or poetry samples; no informal samples, such as Bible study notes or emails.
- Contact information for three professional references
- Your preferred days/times to teach one section of approximately 25 students:
 - Options are Monday–Thursday, 9:00 a.m.–4:00 p.m. Eastern
 - Classes are held once per week for 90 minutes.
 - Please note, instructors may only teach one class section for their first year working with HSLDA Online Academy.
- *Student testimonials, or sample written or video lectures are welcome, but not required.*