

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: One 1.5 hr. or two 45 min. live class session(s) per week

Contract Term: August 2018–May 2019

About the Academy:

HSLDA Online Academy is an online learning program for homeschooled, private-schooled, and public-schooled high school students interested in excellent academic instruction from a Christian worldview.

About the Courses:

Each course is designed by a Course Developer, who creates the entire course structure, 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 (course supervisor).

Each course is supervised by a Master Teacher and is broken into multiple class sections (20–30 students), each led by a Classroom Teacher.

In addition to pre-recorded video lectures (created by the Course Developer), there will also be live, online class sessions each week. 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:

The Academy is seeking Classroom Teachers to instruct, assist, and evaluate online students and to provide instructional and clerical support to the Master Teacher during the 2018–19 academic year.

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 (webinars) 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 course 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 / Christian worldview
- Availability to teach a daytime class session

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/high speed internet access, a personal computer, and a computer microphone/webcam
- **For Math, Science, Finance, and Foreign Language instructors:** 1) a tablet or all-in-one laptop, 2) a stylus

How to Apply:

Qualified applicants are to send their resumes to Attn: Program Manager, academy@hslida.org. Please include the following in the subject line: "Application for Classroom Teacher Position 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 1 section of 25 students:**
 - Options are Monday–Thursday, 9:00 a.m.–4:00 p.m. (Eastern)
 - 1x/week for 1.5 hrs. or 2x/week for 45 min.
 - 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*