



Position Title: Online Teacher

Organization: Montana Digital Academy (MTDA)

Reports to: MTDA Director

JOB SUMMARY: The MTDA teacher's role in the online course is significant in creating a quality learning environment for students. The online teacher is responsible for all aspects of the management and delivery of the MTDA course, via the Internet, using the MTDA learning management system. The MTDA teacher sets the academic tone in the course by facilitating student learning activities that may include group threaded discussions, projects, writing assignments and a variety of assessments. MDTA Teachers are expected to use technology tools from a variety of sources to enrich classroom instruction. These resources, provided by MTDA, will include simulations, flash animation, multimedia, Internet resources, podcasts and video casts.

The MTDA courses are delivered asynchronously via a learning management system and unlike the traditional classroom are available to teachers and students 24 hours a day 7 days a week. This allows for flexibility in time for teachers and students to interact with the course content and with each other. MTDA teachers are expected to be regularly available to students for questions, interaction and will check into their assigned course minimally twice each day. By providing substantive feedback, remediation, and enrichment, MTDA online learning teachers will guide students through MTDA content-approved courses.

ROLES & RESPONSIBILITIES:

Academic – Providing feedback, asking questions, stimulating discussions, encouraging student participation.

Social – Using regular and consistent communication with students to set a positive tone in the course. Keeping the communication flowing with students and local school facilitators.

Managerial – Coordinating all aspects of the facilitation of the course. Grading assignments, assessments, and completing student evaluation and final course grading.

Technical – Guiding students in the use of technology to understand and complete their coursework.

QUALIFICATIONS & EXPERIENCE:

- **Education:** Bachelor's Degree (minimum requirement)
- **License or Certification:** Valid Montana Teaching License
- **Experience:**
 - Currently employed in a Montana Public School District
 - Comprehensive content knowledge in specific subject area
 - Three or more years of successful teaching experience
 - Experience with educational technology
- **Training:** Successful completion of the MTDA Online Teacher Training Program

REQUIRED SKILLS:

- Proficiency in Microsoft Office software
- Experience using a Learning Management System (preferred)

- Online teaching experience (preferred)
- Strong oral and written communication skills
- Ability to independently complete thorough and accurate work

EXPECTATIONS:

- Complete the MTDA Online Teacher Training Course
- Be able to work efficiently as part of a high functioning development team
- Provide academic, social, managerial and technical leadership and direction to the MTDA course