
JOB DESCRIPTION: LEAD INSTRUCTOR

DEPARTMENT:	Instruction	REPORTS TO:	Instructional Leader
JOB CLASS:	Instructor – 12 Month	PAY GRADE:	Instructor – 12 Month
EXEMPT STATUS:	Exempt	DATE:	05/21/2012

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Lead Instructor provides an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. In conjunction with providing instructional program that results in students achieving academic success in accordance with FLVS and state policies and laws, the Lead Instructor also provides mentorship and shares best practices with Instructors within the schoolhouse and works closely with the Instructional Leader to ensure students are properly served.

ESSENTIAL POSITION FUNCTIONS:

- Mentor assigned instructors on the best practices and performance standards for FLVS
- Support student instructional needs when assigned teachers are not available
- Identify training and performance gaps and provide supplemental support and training, escalating ongoing issues to Instructional Leader
- Plan, prepare, and implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identify, select, create and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Assist in assessing changing curricular needs and offers plans for improvement
- Maintain effective and efficient record keeping procedures
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
- Collaborate with peers to enhance the instructional environment for students
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Establish and maintain cooperative working relationships with students, parents, schools, and colleagues
- Assume responsibility for meeting course and school-wide student performance goals
- Demonstrate gains in student performance
- Participate in presentations about online teaching including, but not limited to, the following: presentations, authoring articles, research and sharing of information for professional growth, student outreach events and activities
- Responsible for instructional tutoring

- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree or higher
- Valid Florida Professional Teaching Certificate in content area assigned; endorsements and industry certifications as required by Florida Department of Education

Experience:

- One year successful teaching experience within subject area preferred OR successful completion of an FLVS instructional internship
- Three years total teaching experience, preferred

Knowledge, abilities and skills:

- Demonstrated ability to successfully support the FLVS core competencies, values, and expectation for student-centered behaviors
- Operational knowledge of the Internet and Web-related technologies
- Possesses strong verbal and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Ability to accept responsibility and is self-motivated
- Ability to demonstrate strong work ethic to achieve school goals
- Skilled in effective prioritizing and time management

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs,</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology</i></p>

<i>feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for learning center visits, meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.