



U.S. INTERNATIONAL CHRISTIAN ACADEMY

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25 years of experience in Teaching and Administration

www.USICAhs.org

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Job Description: High School Online teacher

Requirements: A bachelor's degree in the subject. Preferably a BS in Education with a Major/Minor in the subject. Must have excellent use of the English Language, with excellent oral and written communication skills. Must be computer literate and familiar with online technologies and social media. Online teaching experience preferred but not required.

Job Duties and Responsibilities

1. Preparing lesson plans and teaching the students at the appropriate level.
2. Design meaningful assignments and activities that reflect the content taught and meet the course objectives.
3. Develop activities and assignments that provide students with opportunities to share relevant information and to engage in the course.
4. Maintain a grade roster and class attendance.
5. All assignments need to be checked and graded within 24 hours of submission. Always provide feedback and/or instruction in all assignments submitted.
6. Conduct weekly "live" video lectures and /or discussions.
7. Be accessible to students via e-mail, Skype, Zoom and/or Facebook, especially during peak hours (nights and weekends). The average expected response time should be 8 to 12 hours for student questions and requests.
8. Monitor and track individual student progress and provide assistance and tutoring as needed.
9. Provide at least 2 hours of advising weekly.
10. Complete at least 2 professional development activities a year.
11. Accept direction and feedback from supervisor.

For Information Contact:

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Admin@usicahs.org