

Job Description

Job Title: Part-Time Remote Teacher

Position Code: 7E02, GE02, LE02, XE02

Job Classification: Exempt

Supervisor: Program Administrator IV

Pay Grade: 35A, 37A, 38A, 39A

Contract Length: 192 Days

Job Summary

Position is responsible for supporting students participating in the Pathway to Progress – Suspension Services Program. This program serves students who are placed on long-term suspension or expulsion and are not eligible for traditional alternative placements. Teachers in this role will deliver asynchronous instruction aligned to each student’s enrolled courses, while ensuring daily contact, attendance tracking, and academic progress monitoring in compliance with Virginia Department of Education (VDOE) requirements. This is a remote position with flexible scheduling within established program hours, requiring strong communication skills, self-motivation, and a commitment to student success.

Essential Duties

1. Provide daily instructional interaction with assigned students via phone, email, or virtual conferencing platforms.
2. Deliver asynchronous instruction aligned to students’ current coursework and learning plans.
3. Monitor and document academic progress daily, adjusting instructional strategies as needed.
4. Maintain daily attendance records in accordance with division and VDOE guidelines.
5. Collaborate with program staff, school counselors, special education personnel, and families to address student needs.
6. Provide regular updates on student progress, engagement, and participation.
7. Ensure instructional materials and activities meet grade-level and content-area standards.
8. Support student re-entry plans for return to their home school or alternative placement.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Current Virginia teaching license in appropriate grade level/content area. Experience with virtual learning environments and asynchronous instruction preferred. Strong skills in communication, organization, and student engagement. Ability to work independently and manage multiple students across different grade levels. Familiarity with VDOE suspension services requirements is a plus.

Working Conditions & Physical Requirements

Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly on the telephone and other technological devices

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: none

Supervision Received: Program Administrator IV, Student Conduct & Discipline

This job description in no way states or implies that these are the only duties to be performed by this employee. The remote teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator IV or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

8/25 JSA