



VIRTUAL ENRICHMENT TEACHER

JOB FUNCTION: The Virtual Enrichment Teacher facilitates instruction on a specialized topic in a virtual space.

JOB RESPONSIBILITIES

- Deliver daily lessons and engage students within your virtual classroom
- Leading the creation of engaging learning activities to include clubs/ enrichment
- Respond within 24-48 hours to parent inquiries via phone and/or e-mail during the regular work week
- Prepare and teach 1 hours of an engaging enrichment or club activity for second ½ of programming
- Maintain accurate classroom records (class attendance, parent communication, etc.)
- Complete all requested program and student evaluations.
- Provide technology assistance to scholars/families to assure that scholars can “join” activities and have a clear understanding of what is needed of them (30 min before and after program times)
- Create resource list for Parents to support enrichment activities after program ends
- Must be able to commit 100% attendance during training and program dates
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- A passion for working with students and families in under-served communities
- Bachelor’s degree or higher from an accredited college or university
- 3-5 years’ teaching experience
- Experience using Google Classroom, Blackboard, preferred
- High proficiency of delivery of enrichment in a virtual space
- Intermediate computer and internet skills are required
- Experience teaching in a virtual classroom-preferred
- Experience using Google Classroom, Blackboard, preferred
- Must have access to a computer with webcam and a stable internet connection