



Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

POSITION DESCRIPTION

<u>Date:</u>	May 3, 2021
<u>Job Title:</u>	German/Latin Online Mentor
<u>Work Location:</u>	High School 9 th - 12 th Grades
<u>Immediate Supervisor:</u>	Executive Director
<u>Terms of Employment:</u>	Part-time (M/W/ (alt.) F)
<u>Start Date:</u>	August 9, 2021

General Description:

Supervise the progress of students enrolled in German and Latin online. Ensure students are working independently on their virtual assignments during the entire time allotted for the virtual class and not visiting other non-content related websites. Encourage students to read all news items, check their email daily, and review the calendar often to make sure they are on track.

Proctor Password-Protected Quizzes

- Within each course, there will be periodic quizzes and tests that are password protected in the Virtual Virginia courses. Type in the password for the student to complete the quizzes/tests. Ensure that all students are taking the test fairly and without aids of any sort.

Monitor and Report Students' Grades

- Not expected to grade any student work, but will have access to the grade book, course calendar, and news items for any course in which you have a student. Transcribe students' grade from their virtual platform to PowerSchool. Many of the virtual platforms are semester based. Divide up the course work as evenly as possible into quarters.

Communicating with virtual instructors, students, and other school personnel

- The students are responsible for communicating with their instructor regarding excused absences, technological difficulties, etc. Mentor is responsible for emailing the instructors to ensure that absences and other extenuating circumstances are verified and official.

Requirements:

Education, training or experience sufficient to demonstrate the required knowledge, skills and abilities will be considered. Bachelor's Degree is required. A current teaching license and teaching experience are preferred, but not required.

Essential Job Functions:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Maintains order within the classroom setting in accordance with school guidelines regarding student behavior management.
- Meet monthly with the World Languages team.
- Communicates regularly with parents and ARGS Counseling Department.
- Ensures compliance with existing applicable federal and state statutes and local policies, regulations and guidelines related to public schools.
- Performs other duties as established by the Regional Governing Board Policy or deemed necessary by the ARGS administration.

Physical Demands:

While performing the duties of this job, the employee is regularly required to reach with hands and arms; handle paper files, records, computer and equipment controls; talk and hear. The employee is required to stand, walk and sit. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

Work is performed in a public school. The noise level in the work environment varies.

Knowledge/Skills/Abilities:

- The ability to communicate with others effectively, both orally and in writing, is required.
- Skills in decision making, problem analysis, conflict resolution, interpersonal relationships and planning are required.
- Have a basic knowledge of computers and email.

Submit ARGS employment application, resume and three letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email vkouassi-small@args.us.

Position will be open until filled.