PERSONALIZED
EDUCATION GROUP
ENVISION CREATE EMPOWER

Positions Overview

We are seeking a passionate and dedicated **Part-time High School Foreign Language Teacher**, preferably with a background in **Asian languages preferably Japanese** to join our team. **Course Instructor (CI)/Part-time Personalized Care Coach (PEC)** oversees the direction and instruction of online courses, ensuring curricular and instructional quality. Key responsibilities include monitoring students' overall progress in assigned courses, planning and developing personalized lessons tailored to each student's needs and educational profile and focusing on subject mastery to support the achievement of learning outcomes.

The ideal candidate is student-focused, collaborative, and enthusiastic about online education.

What We Offer

- A collaborative and supportive virtual teaching community.
- Opportunities for professional development and growth.
- Flexible, remote work environment.
- The chance to make a real impact on students' academic and personal success.

Duties and Responsibilities

- Apply the **Personalization model** consistently to support students' academic needs, goals, and Personalized Education Plans (PEPs).
- Provide effective onboarding for new students, including personalized welcome emails, course orientation, and live introductory meetings with families.
- Personalize lessons, assignments, and assessments in the LMS to align with individual student learning goals and document updates weekly.
- Respond to student submissions within 72 hours on school days, providing constructive, personalized feedback (text, audio, or video) tied to learning objectives.
- Maintain consistent communication with students and families:
    - Respond to inquiries within 24 hours on school days, resolving issues within 48 hours.
    - Provide monthly and semi-annual progress updates, including grade reports.
    - Conduct bi-annual parent-teacher conferences.
- Monitor student progress weekly; proactively intervene when no progress is made in two weeks and document interventions in the communication log.
- Offer scheduled live instruction (by appointment) to support students with course content.
- Lead weekly homeroom meetings, encourage engagement, and document participation.
- Provide academic support for students in instructor- or PEC-led courses as needed.
- Maintain accurate and timely student records, including daily communication logs, progress updates, and enrollment planning.
- Collaborate regularly with the student support team, including faculty and leadership, to ensure effective academic support.

- Demonstrate proficiency in school-approved platforms (Microsoft Office, Teams, Genius SIS, CMASAS email).
- Lead or provide support for student-led clubs and extracurricular opportunities.
- Participate actively in professional development, meetings, and training sessions; complete Level 1 Personalization Certification.
- Maintain professional and timely communication with colleagues and leadership (100% response rate within 24 hours).
- Serve as a substitute teacher during instructional days as needed.
- Embrace a lifelong learner mindset, demonstrating resourcefulness, adaptability, and innovation in supporting student success.
- Perform other educational duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of standard concepts, practices, and procedures relevant to the assigned grade levels.
- Expertise and experience in related fields.
- At least two years of teaching experience or teaching in a virtual learning environment preferred.
- Strong oral, written, and interpersonal communication skills to engage effectively with students, parents, faculty, and staff.
- Demonstrate problem-solving and decision-making abilities to enhance the school's learning experience.
- Professional demeanor that positively represents the organization within the community.
- Willingness to empathize with students, families, and colleagues.
- Proficiency in Microsoft 365 and reliable internet/email access.
- Availability to serve as a substitute during instructional days, as needed, is required.
- A willingness to travel occasionally as required.

RECOMMENDED QUALIFICATIONS

- Bachelor's degree in a respective academic program or related field.
- Fluency in the language you are applying to teach.
- Valid Certified Teacher Certificate.

PHYSICAL REQUIREMENTS

Ability to view and operate a computer monitor for 6–8 hours daily, and function in an environment with interruptions.
Able to use telephone or headset equipment.
Comfortable on camera in virtual meetings and when giving feedback.
Able to lift twenty (20) pounds.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.