

Job Title: Classroom Assistant and Long-Term Substitute (Virtual Classroom)

Location: Remote

Job Type: Part-Time/Full-Time (Contract)

Company: Buckeye Online School for Success (BOSS)

Job Summary:

BOSS is seeking a dedicated and organized individual to join our virtual teaching team as a Classroom Assistant and Long-Term Substitute. The ideal candidate will support our lead teachers in the virtual classroom, ensuring that students have a productive and engaging learning experience. This role is essential in helping maintain the continuity of education when lead teachers are unavailable for extended periods.

Key Responsibilities:

Classroom Assistant:

- Assist the lead teacher in managing the virtual classroom environment, including monitoring student participation and engagement.
- Provide one-on-one or small group support to students who need additional help.
- Assist in grading assignments, preparing materials, and organizing virtual classroom resources.
- Communicate with parents and guardians as needed to provide updates on student progress.
- Help troubleshoot technical issues students may encounter during virtual sessions.

Long-Term Substitute:

- Step in as the lead teacher for extended periods when the regular teacher is unavailable.
- Deliver lesson plans provided by the lead teacher, adapting as needed to ensure students understand the material.
- Monitor and assess student progress, providing feedback and support to help students meet learning objectives.
- Maintain a positive and encouraging virtual classroom atmosphere.
- Communicate regularly with school administrators, parents, and guardians about student progress and any challenges encountered.

Qualifications:

- Bachelor's degree in Education or related field (required).
- Prior experience working in a classroom, tutoring, or similar educational setting (required).

- Experience in virtual teaching or learning environments (preferred).
- Strong communication skills and ability to work effectively in a remote environment.
- Proficiency in virtual classroom platforms (e.g., Zoom, Google Classroom, Microsoft Teams).
- Flexibility, adaptability, and a commitment to student success.

Compensation:

- Competitive hourly or salary rate based on experience.
- Opportunity for professional development and growth within the virtual education field.

Application Process: Interested candidates are invited to submit their resume, a cover letter, and three professional references to [Your Email Address]. Applications will be reviewed on a rolling basis, and the position will remain open until filled.

Equal Opportunity Employer: BOSS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested candidates should email a letter of interest and resume to Amy DeFilippo at adefilippo@go2boss.com