

FREEDOMPROJECT ACADEMY
INSTRUCTOR & INSTRUCTOR ASSISTANT
JOB DESCRIPTION

FreedomProject Academy (FPA) is seeking qualified, enthusiastic, passionate, dedicated, and experienced instructors and instructor assistants to teach FPA's Classical, Christian (non-denominational) curriculum through our LIVE online classes or through advising our Anytime Academy classes. Teachers and teacher assistants instruct and/or advise students in our online learning platforms by engaging students in high quality, rigorous learning experiences and/or grading, monitoring student work, providing support and necessary feedback toward academic progress. In addition to instruction, teachers will communicate regularly with students and parents as needed, maintain records of performance along with possible teacher assistant support, and intervene if students demonstrate a need or provide descriptive feedback to meet expectations for learning. Preferred instructor candidates should possess education certification or credentials from an accredited institution with a minimum of a bachelor's degree required. Instructor assistants must have a diploma with a bachelor's degree preferred. Preferred candidates will also have some experience or knowledge in special education. The desired candidate will have strong written and verbal communication skills and experience using technology in an online learning environment.

Qualifications:

- **Instructor:** Bachelor's degree in elementary or secondary education; Master's degree preferred
- **Instructor Assistant/Academic Advisor:** Bachelor's degree in elementary or secondary education preferred
- Experience in student development, education, or related field
- State educator license or certification preferred
- Experience teaching in an online learning environment
- Strong computer/technology/software skills
- Strong problem-solving and analytical skills
- Strong knowledge of measurement and evaluation practices for teaching and learning
- Strong written and verbal communication skills
- Ability to maintain accurate and updated records concerning student evaluation and performance
- Preferred knowledge and experience in special education
- Knowledge of Classical curriculum and Classical pedagogical approach to instruction
- A desire to help students in their academic journey from enrollment to graduation

Responsibilities include but are not limited to:

- Instructing, supporting, or advising K-12 students in core and elective area courses relative to experience or certification
- Assisting students in developing habits and other skills to ensure success in learning
- Identifying student strengths and weaknesses
- Analyzing data and maintaining updated reports on student progress
- Intervening if academic learning gaps develop or are evident

- Connecting students with resources such as tutoring to ensure success
- Demonstrate a strong understanding of and adherence to FPA's policies, procedures, goals, beliefs, and values
- Respond to parent/student requests and questions related to courses, curriculum, texts/materials, etc. via email, Canvas messenger, or phone call
- Generate and deliver quarterly progress reports and finalize grades for students
- Provide support in Canvas navigation for students/parents
- Attend faculty/department meetings as available
- Monitor and review student autoscored grades and provide descriptive feedback on assignment submissions in grades 6-12
- Evaluate student course work in core or elective area(s) of instruction based on knowledge and expertise in respective discipline(s)
- Hold weekly "office hours" for students in grades 6-12
- Draft, proofread, and edit assignment sheets and assignments for LIVE and/or ANYTIME classes

Hours:

Instructors and assistants determine the number of courses, sections, and specific hours agreed upon to conduct classes based on their schedule availability. Most live classes are conducted between 8:00am-5:00pm Central Time, Monday-Thursday with flexible hours for various sections and the ability to instruct remotely.

Compensation:

Our instructors and assistants are contracted as independent contractors and compensated on a per pupil basis determined by the number of students enrolled in specific courses for which they are contracted to instruct or advise. Please contact Principal Dave Harper at dharper@fpeusa.org with any specific questions about compensation.