

Below is a summary of essential information for you to consider before considering a position at Florida Virtual School. Please remember to talk about this employment opportunity with your family, as it will impact their schedule almost as much as it impacts yours!

### *General Information*

1. Before being considered for a Full-time position, FLVS prefers Instructors to first be successful in an Adjunct position.
2. Adjunct Instructors work evening and weekend hours – a total of about 18 hours per week, with a varying schedule based on role, department and student needs.
3. Instructors may work with students in multiple levels of content and content areas and may be required to obtain certification in multiple states.
4. Work is a constant and can be difficult to manage. Relying on support mechanisms with Instructional Leaders (IL), local county team groups, and peers is important. Contact with your IL will be frequent.
5. There is no regularly scheduled beginning or end to our school year. Students come and go throughout the year.
6. FLVS staff members respond within 24 hours to email and phone messages and grade submitted assessments within 48 hours of submission.
7. FLVS teachers make monthly calls to both students and parents. This is critical in building and maintaining relationships, ensuring academic integrity, and avoiding surprises for any student or family.
8. Instructors may also be required to travel to a FLVS Virtual Learning Lab (VLL).
9. Virtual employees are required to have a dedicated home office area, free from distractions and outside noise audible to students and parents via phone.
10. A supervisor may visit an Instructors' home office.

### **Professional Learning & Induction**

1. Transformations is the multi-phase training and orientation process for new FLVS employees. The program is held in the FLVS Orlando office for up to five days with an additional ten to eleven days of virtual training. These training sessions are required, so new employees will need to adjust their schedule to travel to attend the in-person sessions and ensure that the virtual trainings are distraction free. Travel is reimbursable within parameters. Meals will be reimbursed at the state per diem rates when over-night stays are involved.
2. If provided the opportunity to transition into a Full-time position, additional training and travel may be required.
3. FLVS provides each teacher with a lap top computer and access to the applications and systems needed for the position. All virtual employees are required to have home access to high-speed internet in order for these systems to function properly.
4. If selected for a position with FLVS, a formal verbal offer will be extended to you and a written offer of employment will be emailed to you.
5. Training dates and times will be scheduled at the time of your job offer.
6. FLVS instructors are required to have Highly Qualified Status. You may be contacted to obtain additional documentation supporting this, or may have to successfully complete a Subject Area Exam (SAE).
7. If you haven't completed the state-mandated ESOL training, FLVS requires that you begin working toward it within the first year. The state of Florida requires 300 hours for English teachers, 60 hours for other core subject teachers, and 18 hours for non-core or elective teachers. FLVS works with Beacon Distance Learning Center to provide ESOL training to our staff.

## Compensation & Stipends

1. For the 2012-13 fiscal year, Adjunct Instructional and Instructional Support positions are compensated \$486.00 bi-weekly.
2. For the 2012-13 fiscal year, Full-time Instructors are compensated \$45,000 during their first year of employment. Additional compensation is provided based upon successful career progression.
2. After completing the probationary period, full-time new hire Instructors with FLVS will be eligible to receive additional compensation via a supplement for advanced degrees within their area of certification.
3. FLVS provides full-time instructors with a \$62 bi-weekly connectivity stipend, and adjunct instructors with a \$45.00 connectivity stipend, to offset the costs of digital connections.
  - High speed internet is a condition of employment.
  - Publishable cell phone line for staff, including a professional message, checked at least three times daily.
  - Cell phone and cell phone plan in which the number that is capable of sending/receiving text messages.
  - Your home office must have a dedicated phone number with professional message.

## Teacher Career Ladder Program

1. FLVS is the first in the state of Florida to implement a Teacher Career Ladder for Full-time Instructors.
2. The Teacher Career Ladder Program consists of the four following stages:
  - Probationary Teacher
    1. Successfully hired into FLVS teacher role
  - Career Teacher
    1. Completes one year probationary period
    2. Recommended for renewal
  - Advanced Career Teacher
    1. Completes a minimum of one year at the Career Teacher level
    2. Eligible for additional compensation, if meets defined performance criteria

## Benefits

Exposure to cutting-edge technology development/application, world class business development initiatives and career advancement opportunities only add to our comprehensive benefits package that includes:

### *Adjunct Positions*

- Florida Retirement System
- Lifestyle Management Program
- Discounts & Deals
- Employee Recognition Program
- Tax Deferred Annuities (403)

### Full-time Positions

- Medical Plan Blue Cross Blue Shield with Rx Benefit
- Dental
- Vision
- Basic Life and AD&D
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- Flexible Spending Account
- Optional Life Insurance
- AFLAC
- Florida Retirement System
- Educational Assistance Program
- Paid Vacation
- Paid Holidays
- Sick Leave
- Lifestyle Management Program
- Discounts and Deals
- Employee Recognition Program
- Tax Deferred Annuities (403b)