

General Considerations for WV Virtual School Middle and Secondary Teachers & Facilitators

Facilitator	Virtual Teacher (6-12)
Monitor student enrollments: make sure students have their email address and password make sure they are in the correct class	Grade submitted work within 72 hours
Ensure students have the devices needed to complete the virtual program	Refer students to their facilitator for assistance with devices
Deliver orientation and monitor student progress in all courses	Provide written and verbal corrective feedback on submitted student work (E.g. Online tools, comments, audio notes)
Provide technology support on county-issued devices	Communicate with students on a regular basis and respond to student emails or messages within a 24-hour timeframe
Serve as a liaison between the student and teacher	Communicate regularly with county facilitator or designee regarding issues/ concerns with students
Ensure virtual grades are transcribed for report card	Coordinate feedback time with students as needed (via Teams, audio conversations, email, conversation cafés)
Ensure virtual student courses are in WVEIS	Review all student quizzes (automatically graded ones too)
Provide support to student and parent when needs arise	Review the lessons for key points to introduce or respond to during student and facilitator communication
Notify parent regarding issues/concerns i.e. behavior issues, plagiarism, etc.	Provide guidance and virtual resources when a child is struggling with coursework



General Considerations for WV Virtual School Middle and Secondary Teachers & Facilitators

Continued

Facilitator	Virtual Teacher (6-12)
Verify parent email address for virtual teachers	Utilize team messaging if needed
Notify virtual teacher of any 504 or IEP accommodations needed	Supplement virtual curriculum as needed
Obtain supplies for students (Science, Art)	Contact WVDE virtual school coordinator and/or content coordinator with questions or concerns
Set-up and ensure monitoring of all AP® Exams	Complete time card at the end of a course
Respond to emails (Timeframe to respond within 24 hours)	For students seeking NCAA eligibility, the teacher will virtually meet with students monthly. It is the students' responsibility to keep a log of all communication with the teacher
Proctor exams when applicable	
Notify WVDE of concerns	

