

# PERSONALIZED EDUCATION GROUP

ENVISION CREATE EMPOWER



**Are you looking to make a difference in students' lives?** Do you believe in the power of personalized learning? Would you love to work for one of the top-ranked online schools in the nation?

Christa McAuliffe Academy School of Arts and Sciences (CMASAS), our teachers and staff are dedicated to 'Touching the Future, one student at a time' by creating a caring, supportive environment where every child is empowered to thrive. Our educators set high expectations, hold students accountable, and provide the guidance and encouragement they need to succeed. If you're ready to work hard and dedicate your time to making a meaningful impact while inspiring the next generation, apply now to join our growing team of passionate educators supporting students from around the world.

CMASAS is an asynchronous, private, K-12, WASC-accredited online school with students representing 31 countries worldwide. Our unparalleled team of educators embraces the unique learning styles and goals of each student, crafting Personalized Education Plans (PEPs) that provide flexibility and individualized support.

Our Personalized Education Coaches (PECs) and Course Instructors (CIs) collaborate to nurture the whole person in a safe, caring, student-centered environment. We empower students to explore infinite possibilities for personal growth, self-awareness, accountability, and professional success. As a global community, we celebrate diversity, mastery-based learning, and strive to make education fun and engaging and meaningful.

If you are interested in joining our CMASAS family. Apply online at [CMASAS.org](http://CMASAS.org). Please note: Applications are only accepted from residents of Oregon, Utah, Montana, Idaho, and Arizona.

**JOB TITLE:** Personalized Education Coach (PEC)/Course Instructor (CI)

**JOB DESCRIPTION:** Part-Time Personalized Education Coach/Course Instructor for High School core subjects (English, Math, Science, Social Studies, World Languages) – Asia Time Zone

**REPORTS TO:** Educational Lead

## **JOB SUMMARY**

The **Personalized Education Coach (PEC) / Course Instructor (CI)** plays a vital role in student success by implementing **the** CMASAS Personalized Education Philosophy. PECs personalize learning by being an

advocate and personalizing assignments, guiding course selection and supporting academic planning to help students achieve their goals. As advocates, they provide weekly check-ins and ensure students meet grade-level standards. Course Instructor responsibilities include overseeing the instruction of online courses, maintaining curricular and instructional quality, and developing personalized lessons, assessments, and grading tailored to each student's needs and learning profile. Instructors monitor student progress, focus on subject mastery, and support the achievement of learning outcomes.

At Personalized Education Group, Inc., we are committed to delivering a high-quality, student-centered educational experience through innovative and individualized learning strategies that foster academic excellence.

### **PEC JOB RESPONSIBILITIES (summary)**

- Personalized Student Support & Academic Planning - Apply the Personalization model to individualize student support and collaborate with students, parents, and counselors to create and maintain annual course plans and 4-year graduation plans for high school students.
- Enrollment Management & Academic Progress - Actively manage student course enrollments, ensuring they align with academic plans and implement pacing strategies to support course progression.
- Provide academic support for students in PEC-led courses and monitor progress regularly.
- Communication & Relationship Building - Foster strong, respectful relationships with students and families by maintaining consistent communication.
- Provide responsive feedback and support through video, email, and Teams calls to ensure clear communication and effective problem-solving
- Provide monthly progress updates and conduct annual reviews to ensure alignment with academic goals.
- Assist families with their tuition plans, guiding them through the renewal process and making necessary adjustments based on student needs to ensure continued access to education.
- Collaboration, Professional Development & Policy Implementation - Work closely with the academic support team, school leadership, and other staff members to support students' success.
- Engage in continuous professional development and communicate school policies effectively, ensuring consistent adherence.

### **CI JOB RESPONSIBILITIES (summary)**

- High School Core Subjects Instructor is responsible for delivering high-quality, personalized instruction in one of core subject—English, Math, Science, Social Studies, or World Languages—within an online learning environment.
- Personalized Student Support – Adapt lessons, assignments, and feedback to meet each student’s unique needs, providing live instruction as needed.
- Student Progress & Communication – Monitor student performance, maintain accurate records, and provide regular updates to students and families.
- Student Engagement & Relationships – Build strong connections with students, collaborate with learning teams, and maintain a consistent online presence.

- Professionalism & Growth – Use school-approved platforms, participate in training, follow policies, and engage in continuous professional development.

### **MINIMUM QUALIFICATIONS**

- Ability to work with the Asian time zones.
- Knowledge of standard concepts, practices, and procedures relevant to the grade levels served.
- Expertise and experience in related fields.
- At least two years of teaching experience, or experience teaching in a virtual learning environment.
- 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 learning experience.
- Professional demeanor that positively represents the organization within the community.
- Willingness to empathize with students, families, and colleagues.
- Proficient in Microsoft 365 tools.
- Must have access to internet and email.
- Willingness to travel occasionally as required.

### **RECOMMENDED QUALIFICATIONS**

- Bachelor's degree in respective academic program or related field.
- A valid Certified Teacher Certificate.

### **PHYSICAL REQUIREMENTS**

- Must be able to see a computer monitor.
- Must be able to perform work at a computer terminal for 6-8 hours a day, and function in an environment with interruptions.
- Must be able to use a telephone or headset equipment.
- Must be comfortable on camera in virtual meetings and when giving feedback.
- Must be able to lift twenty (20) pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.