



March 1, 2011

AHS Employment Opportunities for Distance Educators and Curriculum Developers

In March through Summer 2011, American Heritage School will hire and train dozens of teachers to develop print and online course materials to become available to parents and students in Fall 2011.

What positions are available?

K-12 Teachers—All Subjects. The American Heritage School seeks highly qualified teachers in all subject areas in grades K-12 to develop or teach print and online courses, and especially seeks those interested in developing or teaching history, literature, and language curriculum. Successful candidates will demonstrate the following qualifications:

- two (2) or more years of teaching experience in the pertinent age group (though strong candidates with less experience are also invited to apply).
- an enduring love and understanding of K-12 students
- an enduring love and understanding of the restored gospel of Jesus Christ
- mastery of the skills needed for teaching and assessing online
- proficiency with Word, PowerPoint, and internet browsers
- strong organizational, written, oral, and interpersonal communication skills
- bachelor's degree (minimum)
- flexible day-time work schedule

How do I apply to teach, and what is the hiring process? After [submitting an application](#), and [indicating which grade level\(s\) and subject\(s\) correspond with your expertise and interest](#) candidates will issue a username and password to each candidate and ask them to pass through five additional steps to apply to teach for American Heritage School:

1. Recommended Readings

American Heritage School will provide access to selected readings and recommends that you take time to study the recommended readings, which describe the school's philosophy of education and its approved methodologies. Candidates who take time to study and apply the recommended readings to the following steps tend to do better during the rest of the application process.

2. Document Submissions

After completing the recommended readings, candidates help us get to know them by submitting the following information:

- Cover letter
- Resume or Vita and References
- Answers to "pre-interview" questions
- Curriculum samples - Submitted curriculum samples should clearly reflect AHS's fundamental teaching philosophies and approved methodologies (e.g. 4R'ing). Samples should also align with the subject and grade-level the candidate wishes to teach.

3. Personal Interview

Candidates who submit excellent application materials may be invited to participate in a personal interview with one or more of the following: the principal, assistant principal, faculty members, and others as appropriate. These candidates can typically expect a 30-minute interview. During the interview, we ask candidates several questions and provide information about the position's starting salary, health and retirement benefits, and when the school plans to announce a hiring decision. We encourage candidates to ask questions during the interview.

4. Teaching Demonstration

A successful interview may lead to a teaching demonstration. Candidates who do well in their interview receive a teaching demonstration assignment. Instructions are communicated directly to the candidate by phone and email. Teaching demonstrations occur on AHS campus, with actual students and topics relevant to the current curriculum. Two or more administrators observe teaching demonstrations, looking for high levels of student engagement and application of the school's 4R methodology (see recommended readings for more information about the 4R methodology).

5. Hiring Decision

AHS administration makes a hiring decision only after a thorough process of interviewing candidates and viewing teaching demonstrations. All candidates invited to give a teaching demonstration receive notice of the school's final hiring decision. If candidates have not heard from AHS within a month's time of their teaching demonstration, they should not hesitate to contact AHS and inquire about the status of their application.

What is the deadline for applying? [Applications](#), resumes, and coverletters must be received by April 15, 2011. Applicants are welcome to request sample online lessons before their teaching appointment (call Asst. Principal Leland Anderson, 801-642-0055 ext. 307). American Heritage School plans to make hiring decisions by May 15. AHS will advise applicants of their status by then.

What teaching methods are expected? Each distance education lesson incorporates the 4 R's, while emphasizing connections to [scripture](#) (including the [words of living prophets](#)), the [school's mission statement](#), and [Seven Principles of American Christian Education](#). The 4 R's have been described as follows:

- **Research** requires diligent inquiry and full examination of all information. The student will read all pages assigned, note all definitions and etymological information for word entries, and otherwise give his full effort to knowing truth.
- **Reason** is rightly deducing inferences from premises. Since only truth is reasonable, all falsehood must be discerned and discarded. Taking time for careful consideration, thoughtful pondering, and frequent reflection is required to reason rightly.
- **Relating** is telling, reciting, and rehearsing to restore true meaning. In order to give God the glory one must relate God's truths, principles and standards to his life by making connections between God's providence and his own life and then relay this to others.
- **Recording** is writing with the intent of preservation and etching with the intent of imprinting deeply on the mind thus fixing on the heart and carving the character.
(Source: Foundation for American Christian Education)

How much are students expected to work? The time needed for students to complete work depends on the student and the grade level. Generally 1.0 credit classes require approximately 120 hours of student work. American Heritage School distance classes are developed consistent with the Carnegie unit of academic credit (120 hours = 1.0 credit). Thus most lessons require 2 hours of student work. Some will require more; some, less.

Sample Course:

0.5 Credits = 30 readings + 30 lessons + 30 assessments (approx. 60 hours of student work)

1.0 credit = 60 readings + 30 lessons + 60 assessments (approx. 120 hours of student work)

How are the distance education options structured? AHS distance education courses and products are offered in the following four formats:

Live Course. Teachers and student groups will meet together online to research subject matter, reason principles, relate understanding, and record learning. Students will also have the opportunity of meeting with their instructor during weekly one-on-one mentoring sessions.

Consulted Course. Recorded classes and online curricular materials guide students through the course at their own pace. Additionally, students meet online with the instructor for 20-minute weekly mentoring sessions.

Independent Study Course. American Heritage School's copyrighted online or print curricula will be provided for family use but without the support of teachers—though

many courses provide computer-generated feedback and instructor-graded assignments.

Curriculum Store. Parents may purchase AHS curriculum materials (print or online) to use at home, just as they would purchase curriculum from any other curriculum provider. This option does not result in course credit.

How long does it take to develop an online course? The time needed to develop a 1.0 credit course varies depending on many factors including the teacher’s previous preparations and expertise in the subject matter. Assuming that a teacher is already well-versed in a subject matter and has some teaching resources that could be adapted suitably to the course, American Heritage School administrators estimate 400 hours of course development time, as follows:

Assessments. 100 hours for developing assessments (reflection prompts, discussion boards, multiple choice tests, writing assignments)

Readings and Lessons. 300 hours for organizing readings and developing lessons (e.g. PowerPoint presentations, notebook pages)

Total Course Development. 400 hours (approximately 10 weeks of full-time work).

How do I go about developing a course? Upon hire, American Heritage School will enroll teachers in a curriculum development course that provides many useful templates and guidelines to aid in curriculum development. Although American Heritage School already has outlined scope and sequence documents for some courses, the School is also open to courses not currently offered. As prospective teachers prepare proposals, American Heritage School administrators recommend that teachers plan using “backward design”: (1) outline the course goals, (2) develop assessment tasks that allow students to demonstrate their mastery of those goals, (3) create lessons that support students in preparing for those assessments.

If I am hired, how will I be paid? Teachers or curriculum developers can be compensated for four tasks as follows:

Task	Compensation
Develop a 1.0 course (120 curricular Hours = 400 hrs of development time)	Up to \$2,000 per 1.0 credit course (varies)
Teach a <i>Live-Online Course</i> (60 lessons = 60 hrs of teaching time)	Up to \$1,260 per 1.0 credit course (varies)
Grade a course	Varies with enrollment; Up to five hours per student per year @ \$21/hr
Mentor a student	Varies with enrollment; <i>Live</i> and <i>Consulted</i> courses only, 20 minutes per student per week @ \$21/hr

What about insurance benefits? No insurance benefits are currently offered because distance education teaching loads are difficult to predict in new programs. Thus, distance education teachers are compensated as hourly, independent contractors rather than salaried employees. American Heritage School pays distance education teachers and course developers directly. Distance education teachers themselves are responsible to file and pay their own taxes. To assist in this, American Heritage School mails a 1099 IRS tax form to each teacher in January or February of each year. Distance education teachers file this form with their annual tax returns.