Welcome Letter

Dear Future Pod Educator,

At FunCation Academy, we believe in empowering homeschooling families through vibrant, inclusive, and high-quality educational experiences. Our mission is to provide a secular, equitable curriculum and resources that inspire and support the diverse needs of the homeschooling community.

As a Pod Educator, you have the unique opportunity to guide and mentor students in a virtual learning environment that prioritizes engagement, creativity, and collaboration. This role goes beyond teaching—it's about fostering a love of learning, building connections, and making a meaningful impact on each student's educational journey.

We are dedicated to providing our educators with the tools, resources, and community they need to succeed. If you are passionate about creating innovative learning experiences and helping students thrive, we invite you to join our team and contribute to transforming education for homeschooling families worldwide.

— Amy Scott
Owner, FunCation Academy

Summary of the Role

As a **Pod Educator**, you will:

- Facilitate a virtual online class of 3–15 students on our engaging virtual campus.
- Create a positive, interactive, and stimulating learning environment for your pod.
- Prepare and deliver quality lessons while focusing on creativity, fun, and inclusivity.
- Collaborate with peers by sharing ideas and offering support to help build a stronger and more connected VLP community.

Code of Conduct

To ensure a professional and safe learning environment, Pod Educators must adhere to the following:

1. **Student Communication**:
   - Direct communication with students outside designated class or activity times is prohibited.
   - All communications must be in writing and directed to parents, or, if needed, you may schedule an in-person meeting on the main campus during our business hours.
2. **Professionalism**:
   - Maintain respectful and positive interactions with students and families.
   - Arrive at least 5 minutes before the start of your class.
   - Dress professionally and ensure an appropriate background when using a webcam.
3. **Inclusivity**:
   - Do not teach topics that are doctrine-based or exclusionary to minorities, LGBTQ+, neurodivergent, genders, or other ethical considerations.
4. **Privacy**:
   - Respect student privacy and remind them about online safety practices.

Policies and Procedures

General Responsibilities

- Update and submit your pod description, syllabus, and contact information on our online course platform; approval is required before your pod is available to enroll students.
- Ensure all lessons and activities meet FunCation Academy's secular, inclusive standards.
- Record live classes for students who miss sessions and upload recordings to the online platform.
- Promote and market your pod to attract and enroll students

Types of Pods

- **Core Subjects**: Math, Reading, Science, Social Studies.
- **Enrichment**: Creative arts, SAT/ACT prep, coding, debate, etc.
- **Electives**: Non-core subjects or specialized career and technical courses.
- **Clubs**: Interactive and fun community-building activities.

Attendance

- Attendance-taking is encouraged but optional for internal reporting purposes.
- Pod Educators are expected to attend each pod session.
    - You must arrive 5 minutes before the start of the session.
    - We understand that unforeseen circumstances may arise. If you cannot attend a session, you must notify us 12-24 hours in advance. In your absence, a FunCation Academy's Education Team member will step in to lead your pod.
        - Please note that the educator covering your session will receive a portion of your compensation equal to the amount earned for that specific session.
    - If you miss more than three pod sessions in a single term or a total of seven sessions over the course of your contract, your contract will be subject to termination.

Student Engagement

- Keep pods interactive, fun, and engaging using the features of the virtual campus.
- Incorporate creativity and dynamic activities in your lessons.

Compensation and Payments

- **Commission**:
    - 85/15 for pods using the FunCation Academy curriculum.
    - 80/20 for all other pods.
- Payments are made on the first Monday of each month (or the previous Friday if it's a holiday).
- Educators are only paid on received payments; the billing manager will communicate failed payments.
- Students with unpaid fees are not permitted to attend class until payment is received.

Progress Reports

- Parents should receive quarterly progress reports or end-of-pod reports for shorter courses. Templates are available in the Educator Lounge on the virtual campus.

Classroom Management

- Establish a clear policy on addressing parental concerns on your online course platform.

Support from FunCation Academy

- **Training and Support**: Ongoing training on using the campus and online platforms.
- **Marketing**: General marketing for Virtual Learning Pods and up to 3 custom social media images per year (additional images: $50 each).
- **Billing**: Full payment processing and support for missed payments.
- **Platform:** 24/7 access to our virtual campus and online course platform.

Pod Operations

Pod Setup

- Submit your pod summary for approval before accessing your online course on our platform.
- After gaining access to your online course platform, finalize your pod course layout to ensure it is ready for parents to preview before enrollment.
- Include the days, times, and duration of your pod when creating your course layout.

Pod Requirements

- Minimum of 3 students; maximum of 15 students per pod.
- Meet 2–4 times per week for 45–90 minutes. Each session must be consistent in length.
- Pods must last at least one month, with a minimum of 8 sessions.
- Pods must be full months and not to exceed 8 months.

Independent Contractor

- Pod educators are independent contractors who are responsible for taxes, marketing their pods, and purchasing necessary supplies, equipment, and screen recording software.

Technology Requirements

- Reliable internet, a computer, and a headset are required.
- Webcam use is optional but must maintain professional standards.

Performance and Evaluation

- Underperforming pods (less than 7 students or a 25% cancellation rate) will be evaluated, and support will be provided to improve enrollment and retention.

Professional Development

- FunCation Academy offers professional development opportunities and optional class observations to provide constructive feedback upon request.

Use of Virtual Platform

- Pod Educators will receive a designated virtual classroom. They can work with our marketing specialists to decorate, design, and brand their rooms.
- Pod Educators are encouraged to collaborate and build community with their peers by utilizing the Educator Lounge and other common gathering spaces on the virtual campus.
- To protect the unique community and opportunities we've created at FunCation Academy, Pod Educators agree not to host classes on the Spot Virtual platform outside of FunCation Academy while working with us or for two years after their contract ends. This ensures we can all focus on building an amazing experience together and keep our learning pods thriving.

Final Notes

We are excited about your potential impact as a Pod Educator at FunCation Academy. By bringing your creativity and passion to our virtual learning community, you can inspire students and support families in their homeschooling journey. Together, let's create meaningful and engaging educational experiences that make a difference.