

## Western Placer Unified School District

### POSITION DESCRIPTION

---

Position Title: **Teacher, Independent Study**  
Department: Independent Study Program  
Reports to: Principal of Independent Study

---

#### **SUMMARY:**

To create a flexible, independent study program (K-12) favorable to active (outdoor) learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide for college and career readiness; to establish good relationships with parents and with other staff members.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Facilitates learning of district-approved independent study curriculum.
- \* Creates learning environments that align with the core beliefs and values of the independent study program and support students' character and academic development accordingly.
- \* Prepares and monitors students' completion of assignments and projects.
- \* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \* Coordinates and supervises active (out-of-classroom) learning activities, including but not limited to field trips, internships, and service learning projects.
- \* Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- \* Guides the learning process toward the achievement of curriculum goals and - in harmony with the goals - establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students and parents.
- \* Instructs and manages student learning and behavior in accordance with the core beliefs, values, policies and procedures governing the independent study.
- \* Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- \* Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- \* Supports students in setting and maintaining learning and behavioral goals in alignment with the core beliefs and values of the independent study program.
- \* Seeks the assistance of district specialists (i.e., special education, mental health, GATE, English learner, etc.) to provide individualized supports for students.
- \* Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- \* Is available to students and parents for education-related purposes outside the instructional day.
- \* Other relevant duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students, and volunteers. Supervise students while on campus and/or on active learning expeditions (i.e., camping trips, wilderness hikes, other out-of-classroom experiences).

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:**

Required: Bachelor of Arts Degree.

Desired: Experience working in Independent Study setting. Experience coordinating and leading active, out-of-classroom learning activities (field trips, internships, and service learning projects).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Required: Valid, multiple-subject teaching credential. Advanced CPR/First-Aid Certification.

Desired: Valid, Wilderness First Responder (WFR) Certification. Project-Based Learning (PBL)

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, sit, and engage in rigorous physical activity. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***