

Morgan Hill Unified School District

JOB TITLE:

Elementary Teacher – Independent Study Grades K-5

GENERAL SUMMARY:

Under the immediate direction of the Building Principal, is responsible for the academic, social and psychological growth of students in the classroom. Collaborates with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to this position description.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General:

- Manage a caseload of up to 26 multi-grade students in grades K-5th.
- Assigns coursework via digital platform, teaches virtually/synchronously, and monitors student progress in reading, language arts, social studies, mathematics, science, art, health, physical education, music and other appropriate learning activities to multi-grade/age students enrolled in independent study, utilizing curriculum approved for independent study by the Educational Services Department.
- Implements multiple teaching strategies to engage students using the digital curriculum platform in citizenship, basic communication skills, and other general elements of the course of study specified in state law, administrative regulations, procedures and the Mission Statement of the School District.
- Builds a virtual classroom community for multi-grade/age students by providing lessons on social-emotional learning.
- Creatively problem-solves for student learning
- Communicates technology challenges with the administration/ district office
- Provides consistent and planned learning experiences in order to motivate students and best utilize the available time for instruction.
- Assesses student test performance and develops/assigns lessons as necessary in order to adapt the curriculum to the needs of each student.
- Establishes and maintains standards of student behavior, including attendance and completion of assigned work, needed to achieve student success, including regular communication with the family and with administration coordination Independent Study.
- Evaluates academic and social growth of students, keeps appropriate records, prepares progress reports, and communicates with parents on the individual student's progress.
- Identifies student needs and cooperates with other professional staff members in assessing students' health, attitude and learning concerns.
- Maintains professional competence through participation in professional development activities provided by the District and/or self-selected professional growth activities to continue to develop as a teacher assigned to Independent Study students.
- Administers examinations as mandated by the Board of Trustees and the state.
- Performs basic attendance accounting and business services, as required.

Additional Related Duties/Responsibilities:

- May select and requisition books, instructional aids, and instructional supplies; maintains required inventory records.
- Administers standardized tests in accordance with District testing program;
- Participates in curriculum development programs within the school of assignment and/or on a District level.
- Collects data of student progress and shares data as needed with Educational Services Department
- Participates in Student Success Team discussions about student progress and placement in the

- program
- Participates in grade level team meetings within the school and District. Provides vertical and horizontal grade level feedback, as requested, based on students assigned to Independent Study.
- Shares in sponsorship of site-level student activities and participates on faculty committees.
- Participates with other professional staff members in the social hygiene education programs as assigned.
- Use district monitoring systems to ensure students are on task and work is not plagiarized
- Keep spreadsheets and records of student attendance, grades, and work completion for ADA and auditing purposes
- Communicate with registrar/ site counselor when students come or leave the program

Working Conditions:

Ability to navigate various technologies and programs used to teach online, remote learners.

Has ability to have multiple monitors for teaching

Ability to work on a computer, at a desk, conference table or in meetings of various configurations, virtually and in person.

Ability to see for purposes of reading online curriculum ,reading laws and codes, rules and policies, and other printed and online materials

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to reach in all directions.

Ability to lift up and carry up to 25 pounds.

Moderate to high stress level.

Environmental Conditions:

Work is predominantly indoors, on a computer, in a school environment.

Temperature – normal indoor climate

Access to more than one monitor

Contacts:

Daily contact, often virtually, with students, teachers and school staff.

Providing parents updates with student progress

Prepare/provide tutorials

Provide office hours

Regular contact, often virtually, with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

Holds an Elementary California Teaching Credential issued by the California Commission on Teacher Credentialing.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Adopted: 2/25/02 as Elementary Teacher

Revised: 5/27/22 as Elementary Independent Study Teacher – Grades K-5