



Birmingham Community Charter High School

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Independent Study Coordinator

Job Description

The Independent Study Program Coordinator assists the principal or designee to maintain a comprehensive, instructionally effective and compliant program that meets the academic needs of students that cannot be met in a traditional classroom setting.

REQUIREMENTS / QUALIFICATIONS

- Letter of recommendation from immediate supervisor
- Letter of Intent
- Resume
- Valid California Teaching Credential
- Minimum 5 years of experience in a High School
- Knowledge of educational reform and effective research-based instructional strategies
- Knowledge and understanding of the instructional needs of at-risk students including educationally-disadvantage students
- Experience with effective implementation of intervention or independent study programs
- Understanding of State and Board policies and procedures as they related to Independent Study Education
- Experience as a full-time school-site coordinator or coach
- Effective oral and written communication skills
- Ability to interpret and use data for the purpose of improving student achievement and informing instruction
- Ability to function effectively independently

DUTIES / RESPONSIBILITIES

- Collaborate with A&R staff to advertise Independent Study Program, hold lottery and facilitate student selection and enrollment
- Conduct orientations for new students
- Serve as the supervising mentor teacher
- Collaborate with counselors to provide students with class assignments and schedules
- Work closely with the admissions and records and counseling staff to ensure accurate recordkeeping of credits and courses and guide students in their academic programs
- Maintain accurate attendance records
- Compute time value, monitor student engagement and audit course completion to meet EC 437575 for independent study program
- Collaborate with department chairs to update curriculum as needed
- Ensure that the Independent Study Program complies with Board approved policies and procedures
- Communicate frequently with parents and students
- Collaborate with Student Services Office to ensure that ADA is reported accurately in the Principal Apportionment Data Collection Software
- Collaborate with Administrative Director or designee to ensure that the independent study program is comparable to the traditional program and courses are A-G and NCAA approved
- Manage paraprofessionals and other staff to ensure students are receiving appropriate and/or necessary supports
- Gather, analyze and interpret student data
- Provide quarterly updates on student academic progress and achievement
- Collaborate with Bilingual and Testing Coordinators to assess students per AB1505 and provide support to English Learners as needed
- Perform other duties as assigned