



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: Multilingual Learners Independent Study Teacher

REPORTS TO: Manager of Multilingual Learners **SITE:** District Office (serves all schools)

CLASSIFICATION: Certificated **WORK YEAR:** School Days + Summer School

COMPENSATION: Independent Study/Home Educator- Hourly Rate Miscellaneous Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: 10/26/23 **EFFECTIVE DATE:**

Job Summary:

- Under the direction of the Manager of Multilingual Learners, the Multilingual Learner (ML) Independent Study Teacher position provides alternative instruction, outside of the regular classroom setting, for ML students to meet graduation requirements.

Job Essential Functions:

- Provides direct instruction, in person and virtually, for students enrolled in ML Independent Study.
- Uses district approved learning platform to deliver content classes.
- Adapts teaching methods, differentiates instruction and utilizes appropriate materials to meet students' identified needs.
- Supervises, facilitates and supports students to complete courses successfully.
- Maintains records of student assignments showing the date the assignment is given and the date the assignment is due, progress and final grade.
- Evaluates student progress on a regular basis and revises individual instructional plans as appropriate in collaboration with the students' counselor.
- Regularly meets with students to discuss progress and counsel as necessary for individual student success.
- Maintains a daily or hourly attendance records including class attendance and work completion records.
- Maintains any other required records and files on a current basis.
- Establishes and maintains standards and procedures which promote an effective and positive learning environment.
- Implements a program that provides continuity and consistency for students.
- Utilizes strategies to promote in students a positive self-concept, self-awareness, self-discipline, responsibility and respect for others.
- Maintains a proactive and positive relationship with students, staff, parents and community members.
- Follows district processes for Independent Study, including the Independent Study Master Agreement (BP 6158).
- Performs other related duties as assigned.

Employment Standards:

- Must be able to perform essential functions above with or without reasonable accommodation.
- Must maintain a positive, helpful, constructive attitude and working relationship with the school and district employees, the Board of Trustees, students, parents, and the general public.

Qualifications:**Education & Experience**

- Valid California Teaching Credential
- CLAD/EL authorization
- Bilingual in Spanish
- Experience working with students who may be at risk or have special needs
- Strong math skills

Knowledge Of:

- Effective communication/interpersonal skills
- Expertise in curriculum and instructional strategies for differentiated instruction
- Experience in teaching Multilingual Learners
- Experience with high school students and programs
- Experience developing relationships with a multicultural community
- Technology experience

Ability To:

- Work effectively with students and their families from various socioeconomic, ethnic and linguistic backgrounds.
- Prioritize and coordinate workflow for self and others.
- Establish and maintain effective working relations with program and school personnel.
- Multi-task in a busy environment.
- Carry out oral and written directions.
- Work well with teachers, staff and administration.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct.
- Follow directions and function within school policies and procedures.
- Observe health and safety regulations.

Physical demands/Working conditions with or without reasonable accommodations:

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Ability to sit, stand, kneel, stoop, reach, twist, walk, move carts, and grasp in order to shelve and retrieve books and materials.

- Ability to reach top selves for placement of light-to-medium weight objects (less than 40 pounds).

Other Requirements:

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision:

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement:

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

Disaster Service Workers:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.