

Twin Hills Union School District

Position Announcement

Independent Study Math Teacher (Full-Time) – Orchard View School

Position Announcement

About Orchard View School: Orchard View School, part of the Twin Hills Union School District, is a unique K-12 hybrid independent study school that prides itself on delivering personalized education. We offer a flexible learning environment that includes onsite classes and independent study, allowing students and families to personalize a learning schedule to meet their unique interests and goals. Our mission is to foster a supportive and engaging community where every student feels a sense of belonging and is encouraged to reach their full potential.

Why Work at Orchard View School? Orchard View School supports staff with a positive work environment, collaborative culture, and supportive administration. In surveys, staff members report high levels of satisfaction with their roles, feeling valued and respected within the community. Join us and be part of a team dedicated to making a difference in students' lives.

Position: Independent Study Math Teacher (Full-Time) Location: Sebastopol, CA

Employment Type: Full-Time

Salary: Placement on the [current certificated salary schedule](#) as determined by the Superintendent

Application Deadline: Open until filled

Position Overview: We seek a dedicated and dynamic full-time Math Teacher to join our team for the 2024-2025 school year. The successful candidate will be responsible for teaching 6th and 8th-grade math onsite and supervising 10th and 11th-grade students in weekly meetings. This role requires a strong commitment to student success, flexibility in teaching methods, and the ability to work collaboratively with our staff and administration.

Schedule:

- **6th Grade Math:** Tuesday and Thursday, 9:40 AM - 10:25 AM
- **8th Grade Math:** Monday and Wednesday, 10:15 AM - 11:45 AM
- **Supervision:** Weekly meetings with 16 10th and 11th-grade students (schedule to be arranged)

Required Qualifications:

- Valid California Single Subject Math Teaching Credential
- Valid EL Authorization (CLAD, BCLAD, SDAIE, ELL)
- Experience teaching Math grades 7-12
- Knowledge of Common Core and California Math Standards

Desired Qualifications:

- Experience with independent study programs
- Strong communication skills, both written and verbal
- Ability to adapt teaching methods to meet diverse student needs
- Ability to teach multiple grade levels and deliver instruction virtually if needed
- Bilingual (English/Spanish)

Key Responsibilities:

- Deliver engaging and effective math instruction to 6th and 8th-grade students
- Monitor student progress and maintain accurate records
- Supervise and mentor 10th and 11th-grade students in weekly meetings
- Collaborate with the Principal, Supervising Teachers, and Math Faculty to support the school's math program and student success
- Participate in staff meetings, professional development, and school events

Salary and Benefits:

- Competitive salary based on the certificated salary schedule
- Health, vision, and dental insurance for the employee and partial payment for dependents

Twin Hills Union School District

Job Description

Independent Study Math Teacher 2024-2025 1.0 fte

Independent Study Resource Teachers are under the supervision of and are evaluated by the Orchard View Director. The math teacher will teach onsite classes to students in grades 8 and high school in a hybrid style independent study school. The math teacher delivers classroom instruction and works with the Director to facilitate math instruction and tutorials and in conjunction with Supervising Teachers and Math Faculty to facilitate the school's math program. This position requires possession of a valid California Teaching Math Credential, fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - Possess a valid California teaching credential authorizing Single Subject in Math
 - Possess valid EL Authorization, i.e. CLAD, BCLAD, SDAIE, ELL
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Alternative methods of instruction
 - Experience with independent study preferred
 - Experience teaching Math grades 7-12
 - Knowledge of Common Core and California Math Standards
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Demonstrate punctuality and present a neat, clean appearance
 - Remain flexible in personal work schedule to accommodate all students and parents/guardians
 - Transmit caring and loving attitude and be sensitive to needs of students
 - Teach classes such as Math 8, Integrated Math 1 and Math 3
 - Deliver instruction to students in multiple grade levels
 - Deliver instruction virtually if required
 - Transition to a Supervising Teacher if needed
 - Perform all essential job functions, both physical and mental as shown on page 2
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Monitor student progress and maintain accurate and up-to-date documents for each student
- Maintain charter school's standards regarding graduation requirements, promotion, and retention
- Serve as classroom teacher for selected seminar classes
- Help plan and supervise math enrichment activities, including Math Night and special projects
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Prepare for classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as clearing and storing materials, etc.
- Report all injuries incurred by children to administrator
- Participate in staff meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

SALARY AND BENEFITS:

- Placement on the current certificated salary schedule as determined by the Superintendent
- Health insurance for employee and partial payment for dependents (pro rata according to % employed)
- Vision insurance for employee (pro rata according to percent employed)
- Dental insurance for employee and dependents (pro rata according to percent employed)

HIRING PROCESS:

Mandatory Information to be submitted to Anna Maria Guzman Ed.D., Superintendent:

- Completed and signed district application on EDJOIN (also available in the district office, address below)
- Current certificated Employees may submit a letter of interest in lieu of an application packet.
- Copies of college transcripts, sealed originals required upon hiring.
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current California Teaching Credential
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

District Office and submission address: THUSD, 700 Watertrough Rd, Sebastopol, CA 95472

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift. Constantly during classroom teaching for two hours once or twice a week.
- **Sitting:** Frequently, for one to two hours at a time while meeting with students and parents/guardians.
- **Lift/Carry:** Frequently, 1-15 pounds; books, instructional materials, binders, files, paperwork. Seldom, 16-35 pounds, books and materials and moving equipment.
- **Bending/stooping:** Frequently; at knees/waist/neck while meeting students or retrieving items from lower shelves and floor.
- **Push/pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/balancing:** Occasionally (several times a day), using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Seldom. Crouching/crawling not required.
- **Hands/arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide instructional assistance to students and parents. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must be able to teach multiple subjects, including all core academics, at the elementary through high school level and support students at multiple grade levels from K-12. Must possess current California teaching credential.
- Knowledge, training or experience in use of alternative methods of instruction.
- Knowledge of state requirements for independent study.
- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently with assigned students and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.
- Must be able to complete required documentation in a timely manner, be punctual for appointments and flexible in scheduling appointments.

Work Conditions

- **Location:** Work is performed 95% within the school classroom setting, 5% in an outdoor educational setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office and classroom equipment, computer, audio-visual equipment, copier.
- **Safety equipment:** None required.