

TEACHER – INDEPENDENT STUDY

Definition:

Provides supervision and individualized instruction for non-high school graduates in order for pupils to complete high school graduation requirements, prepare for California High School Proficiency Examination or GED, participate in Regional Occupational Programs, work experience programs, or acquire a work permit; performs other non-instructional duties as assigned, according to District policies and procedures.

Directly Responsible to:

Site administrator or his/her designee

Duties and Responsibilities:

Curriculum Responsibilities

Utilizes course of study adopted by the Board of Education, California State Curriculum Frameworks, and appropriate learning activities to teach the curriculum necessary for high school graduations, prepare for California High School Proficiency Examination or GED, participate in Regional Occupational Programs and work experience programs, or acquire a work permit; diagnoses pupil needs and develops individual pupil contacts according to needs; evaluates pupil progress and prepares progress reports to be shared with pupils and/or parents; provides counseling services for pupils in regard to social and family relationships, educational and employment planning.

Classroom Management

Develops lesson plans and organizes individual contracts so that instruction can be accomplished in the allotted time period; prepares appropriate instructional materials to enhance learning; establishes and maintains standards of pupil behavior needed to provide a productive learning environment; selects and requisitions books, instructional aides, equipment, and instructional supplies and maintains required inventory records; performs basic attendance accounting and other business services, as required; performs other non-instructional duties, as assigned, according to District policies and procedures; maintains accurate records concerning student assignments, grades, credits, student contract, attendance and progress evaluations; and maintains a monitoring process which will allow an up-to-date progress report when requested by a parent or supervisor.

Professional Activities and Growth

Maintains professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems; participates in curriculum and other developmental programs within the program assignment and/or on a District level; participates in faculty meetings and committees; maintains current vocational information for pupils.

Qualifications:

Training, Education, and Experience

An approved credential issued by the California Commission for Teacher Preparation and Licensing in the areas of responsibility.

TEACHER – INDEPENDENT STUDY (continued)

Knowledge and Skills

Knowledge of District adopted policies and procedures which govern program and curriculum; knowledge of California State Curriculum Frameworks and effective teaching strategies to insure learning in subjects being taught; ability to plan and teach individualized lessons for one-to-one instruction; knowledge of pupil management techniques and organizational skills; ability to understand and accept individual differences in pupils and parents.

Physical Characteristics (Consideration will be given to reasonable accommodation)

With or without the use of aids: Sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to meet the needs of all students; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to perform the duties and responsibilities of the position.