Job Description
Independent Study-HomeSchool Teacher

The position of independent study home school teacher will implement, oversee, and guide all coursework for students in multiple grade levels. The teacher will assign meeting times and dates (following state guidelines) to students throughout the day and week. At these meetings the teacher will review and authorize student coursework and assessments, keep track of completed work and issue final grades for each reporting period.

- Provide direct consultation and guidance to students and parents/guardians on matters relating to courses, procedures, and learning strategies.
- Provide personalized plans for the support of student learning.
- Implement daily (for primary grades) and weekly (for upper grades) synchronous, virtual community building instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences (per state guidelines for independent study, home school programs).
- Will provide synchronous opportunities for district and state assessments for students.
- Set meeting dates and times (flexible) with all assigned students and parents/guardians on a weekly basis. Communicate with office staff about the appointment schedule.
- Maintain portfolios for each student with needed work samples, student contract, and updated copy of transcripts.
- Track daily, weekly and monthly student attendance as per (currently AB 130) guidelines.
- Respond within 24 hours to parent/guardian inquiries via phone, virtual meeting, and/or email during regular work hours.
- Evaluate student performance on a regular basis and provide feedback to students and parents/guardians.
- Ensure that student growth and achievement is continuous and appropriate for each subject area.
- Maintain records of parent/guardian and student contact; Alert school administrator when a student or parent/guardian fails to respond to school communications.

- Continue professional growth related to the independent study program through training, professional learning communities, outside research, and reading professional literature.
- Assist families with instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences.
- Collaborate with the instructional support team (such as administration, counselors, and mental health specialists) concerning student needs as requested.
- Clearly articulate calendar (academic/assessment), deadlines, schedules, curriculum pacing guide and procedures to students and parents/guardians to ensure that students complete coursework in a timely manner.
- Maintain contact with other staff/service providers assigned to each student.
- Assist students and parents/guardians with technical support requests relating to their coursework.
- Communicate effectively, both orally and in writing, with students, parents/guardians, and other professionals.
- Work with students, parents/guardians, and schools in a positive, proactive manner.
- Refer students/families who are not complying with course or program policies to the administrator for necessary interventions.
- Perform other classroom duties related to job description.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to sit for sustained periods of time. *E*
- Able to lift and carry up to 50 lbs.
- Able to reach in all directions.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate a calculator, or computer. *E*
- Able to use a variety of programs and software applications. *E*

Employment Status: RTA Bargaining Unit

Work Year: 184 Days