

**CERTIFICATED JOB DESCRIPTION**

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**INDEPENDENT STUDY TEACHER (K-6)**

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**JOB SUMMARY:**

Under the supervision of the site administrator, while performing duties and tasks from the assigned school site, provides a virtual independent study educational program for pupils in Grades K, 1, 2, 3, 4, 5, 6, or a combination thereof, and assists in other school programs as assigned. Creates a virtual elementary-grade independent study program favorable to learning and personal growth in each pupil. Establishes effective rapport with pupils and at-home instructors to motivate them to develop skills and knowledge needed to provide a good foundation for further participation in independent study in accordance with the California State Standards. Establishes good relationships with parents/guardians and other staff members. Supervises instructional aides when applicable.

**ESSENTIAL JOB FUNCTIONS:**

- Assesses students' current academic proficiency to determine needs. Develops course objectives, activities, and materials based on student assessment to provide a quality, appropriate individualized independent study educational program.
- Plans and assigns language arts, social studies, mathematics, science, physical education, and other appropriate learning activities to students in an independent study program model aligned to the California State Standards.
- Provides virtual synchronous and asynchronous instruction based on the independent study program model.
- Plans long-range goals and rigorous tasks for students to ensure preparation for college and career.
- Instructs students in citizenship, communication skills, and other elements of the independent student program model specific to state law and administrative regulations and procedures of the District.
- Develops synchronous and asynchronous lesson plans and instructional materials; provides instruction to adapt the curriculum to the needs of each independent study student.
- Evaluates students' academic assignments and monitor work completion in alignment with the independent study program model.
- Evaluates students' academic and social growth, keep appropriate records, and prepare progress reports.
- Creates a virtual learning platform to house grade-level curriculum, assign lessons and assessments, provide student feedback on learning, and communicate with students and at-home instructors.
- Communicates with parents/guardians through a variety of methods.
- Holds individual student and parent conferences in alignment with independent study program written agreement to discuss the individual student's progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Creates and maintains a virtual learning environment that is safe and optimal for student

needs.

- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere online.
- Meets regularly with site administration to review independent study student work and data to assess progress toward goals.
- Maintains professional competence through participation in in-service education activities provided by the District, site administration, and/or self-selected professional growth activities.
- Observes legal mandates, including the maintenance and reporting of grades, independent study documentation, student work, and attendance.
- Administers standardized tests and other District-selected tests in accordance with the District testing program.
- Attends a reasonable number of meetings and parent conferences.
- Selects and requisitions books, instructional supplies and maintains required inventory logs.
- Coordinates the distribution of student supplies as needed.
- Participates in faculty committees.
- Plans and coordinates the work of Instructional Assistants and other paraprofessionals.
- Attends scheduled staff meetings, IEP meetings, and other assigned meetings as required.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Credential:**  
Multiple Subject Teaching, or credential deemed appropriate for the specific position.  
“No Child Left Behind” compliant.  
CLAD or BCLAD or equivalent.
- **Education:**  
Bachelor’s Degree, including all courses needed to meet credential requirements.
- **Highly Desired Skills:**
  - Knowledge of educational research and effective, research-based instructional practices.
  - Experience implementing the California State Standards and providing individualized instruction.
  - Experience with administration and interpretation of screening, diagnostic, and progress monitoring assessments, including working with associated online data systems.
  - Ability to develop and implement innovative and flexible programs for students.
  - Ability to evaluate student progress accurately and maintain thorough written records.
  - Demonstrated written and verbal communication.
  - Ability to balance and prioritize individualized instructional student needs and professional duties.
  - Ability to develop and meet project timelines and schedules, track progress, implement projects, and evaluate effectiveness.
  - Ability to use various technology resources as instructional tools.
  - Demonstrated punctuality, preparedness, organization, and commitment.