

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Teacher – Central Online Home School

Classification: Certificated

Reports to: Site Principal

Range: Certificated Salary Schedule

EDUCATION AND EXPERIENCE

Must hold the appropriate California credential authorized in the subject area of instruction. The credential required for such course depends on how each course will be offered.

SUMMARY

Teacher supports the online home school instruction delivered by software-based centered programs that result in students achieving academic success in accordance with district adopted board policies and procedures.

SPECIFIC RESPONSIBILITIES

- Teach course of study adopted by the Board of Trustees and other appropriate learning activities.
- Tutor students using conferencing tools, as necessary.
- Counsel students regarding their performance in enrolled courses.
- Encourage complex thinking, participation, and discussion by all students.
- Quickly identify and address problems with course content and educational technology.
- Provide timely grade postings and feedback to students and guardians.
- Participate actively in course discussions, ensuring that all students are in online learning.
- Assess and monitor individual student performance to ensure students are keeping up with the curriculum and not falling behind in course curriculum.
- Respond to student assignments with personalized comments.
- Support communication and parent engagement regarding student academic progress.
- Attend trainings and professional development opportunities, as assigned.
- Attend meetings to stay informed with administrator, staff/department.
- Take attendance and record student progress.
- Other related duties as assigned.

PERFORMANCE RESPONSIBILITIES

1. Design lesson plans that are consistent with the educational philosophy of the District.
2. Develop, implement, and evaluate online instruction, schedule, guiding principles, goals, and objectives reflecting school and district.
3. Participate in school-wide data analysis and planning, as part of a Professional Learning Community (PLC).
4. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences.
5. Provide differentiated instruction to meet the needs of all students.
6. Collaborate with the instructional team concerning student educational needs, as requested.
7. Clearly articulate deadlines, schedules, and procedures to students and guardians to ensure that students complete coursework in a timely manner.

8. Assist students and guardians with technical support requests relating to the course interface and student information systems.
9. Use a variety of programs and software applications, as appropriate, to complete instructional tasks.
10. Maintain effective and efficient recordkeeping procedures.
11. Complete appropriate reports for local, state, federal and educational agencies.
12. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies.
13. Ensure that each student has accurate and up-to-date records.
14. Refer students who are not complying with course or program policies to the site administrator for necessary interventions.
15. Alert site administrator if a student, parent, or guidance counselor fails to respond to attempts to communicate.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent computer skills; demonstrating a high-level of proficiency while using multiple types of computers/hardware/software/peripheral accessories, and technology required to effectively provide online instruction.
- Success as an effective leader; able to maintain online classroom discipline.
- Outstanding verbal and written communication skills to instruct and educate students, grade written work, and deliver reports to guardians.
- Analytical skills to evaluate student work and ongoing student progress.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.