

INDEPENDENT STUDY TEACHER

BASIC FUNCTION:

Under the direction of the Principal, to serve as a teacher in the Independent Study Program.

ESSENTIAL JOB FUNCTIONS:

Teach students individually and in small groups.

Provide a classroom climate and learning experience that will further the emotional, physical, social, and academic development of the student.

Make effective daily and long-range instructional plans.

Motivate at-risk students and demonstrate sensitivity to student diversity when planning classroom activities.

Display a high degree of flexibility and initiative as well as the ability to work effectively within a team.

Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.

Keep accurate records of student progress, evaluation, and ADA hours, and maintain a smooth flow of student information through the system.

Assist PLATO technicians in the coordination of educational strategies in all aspects of the WISH Program.

Integrate PLATO computerized courseware with regular text/workbook materials in order to provide independent study contracts for high school subject credits, including periodic updating.

Assess student transcripts/records as they relate to District high school graduation requirements.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

High school curriculum materials and procedures.

Subject matter content in English, math, social science, science, and computer literacy.

ABILITY TO:

Organize and direct a classroom program, meeting the individual needs of students, implementing the District and school instructional goals and objectives.

Accommodate individual learning styles through utilization of a variety of instructional techniques and activities.

Plan and coordinate the use of volunteers, aides, teacher assistants, and other paraprofessionals when appropriate.

Establish and maintain standards of pupil behavior needed to achieve a desirable learning atmosphere in and out of the classroom.

Emphasize academic goals and foster student assumption of responsibility for academic work.

Establish and maintain consistent and challenging expectancies for student learning.

Model and reinforce skills for independent work/study habits.

Serve as a model and source of encouragement for students in developing self-control and sense of responsibility.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to push, pull, and transport instructional and presentation materials.

Ability to process and shelve library materials.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

CREDENTIAL:

Must possess a valid California teaching credential (preferably at the secondary level) based upon a bachelor's degree and student teaching, including an authorization to teach English learners.