

## **INDEPENDENT STUDY TEACHER**

### **JOB GOAL/PROGRAM DESCRIPTION:**

To meet the academic requirements of students who have chosen to enroll in an independent study strategy. Explores with each student the content of the subject area at a level sufficient to be responsive to the needs of the individual student. Works in conjunction with parents and students to assure progress towards each student's master agreement.

### **PERFORMANCE RESPONSIBILITIES AND DUTIES:**

Provides a rigorous and challenging work load for students.

Provides instruction in high school curricula.

Adapts the curriculum to meet the academic needs and challenges of a variety of students.

Utilizes PLATO and other audiovisual enhanced curriculum.

Prepares, maintains, and organizes comprehensive student files.

Understands the independent study policies and procedures, including recordkeeping, forms, work samples, contracts, and report cards.

Assume responsibility for the safety and welfare of pupils.

Develop and maintain professional relationships with school and staff where program is located.

Plans a program of studies, including homework designed to meet the individual needs, interests, and abilities of the students.

Guides the learning process, using clear objectives, while achieving curriculum goals. Objectives, units and projects will be consistent with the curriculum goals communicated to students.

Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Creates and maintains a classroom environment conducive to learning appropriate to the identified needs of the student.

Maintains accurate and complete records as required by law, District policy and administrative regulations.

Cooperates with other members of the school or District staff in planning instructional goals, objectives, methods and curriculum.

Assists in the selection of books, equipment and other instructional materials.

Establishes and maintains cooperative relations with others.

Works to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of assigned students.

### **REPORTS TO/PRIMARY EVALUATOR:**

Director of Alternative Education

### **REQUIRED QUALIFICATIONS:**

Possess the appropriate valid California pub school teaching credential, or eligibility for.

### **DESIRED QUALIFICATIONS:**

Two years of successful teaching experience.

Successful multi-ethnic teaching experience.

Bilingual: Spanish.

