

HOME CHOICE (K-8) TEACHER

BASIC FUNCTION:

Under the supervision of the Alternative Education principal, to provide direct guidance to parents utilizing the Home Choice Program.

ESSENTIAL JOB FUNCTIONS:

Organize, coordinate, develop and deliver the Home Choice Independent Study Program.

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

Make effective daily and long-range instructional plans.

Recruit parents and students to enroll in the "Home Choice" Program.

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 schools staff and parents to coordinate effective learning activities for students.

Be competent in following the Independent Study Regulations, especially the paper work needed to develop and maintain Master Agreements, keeping accurate records, evaluation, attendance and ADA hours.

Teach students individually and in small groups.

Be able to teach parents, in a small workshop setting, essential instructional techniques in working with their students at home.

Motivate students and demonstrate sensitivity to various family and cultural patterns in planning instructional activities.

Organize and maintain a "Home Choice" resource center and keep accurate records of materials checked out to parents and students. Order equipment, texts, curriculum, and K-8 materials.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

K-8 curriculum material, procedures and teaching methodologies.

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 Multiple Subject teaching credential, or K-8 authorization in a self-contained setting, including an authorization to teach English learners.