



ALTERNATIVE EDUCATION: HOME CHOICE TEACHER

BASIC FUNCTION:

Under the supervision of the Alternative Education Coordinator, 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; implement the District and School instructions, goals and objectives.

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.

Evaluate and record student progress.

Participate in individual education plans (IEP) or 504 meetings.

Demonstrate knowledge of child growth and development by identifying student needs, and, when necessary, refer to appropriate resources such as health and psychological services.

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; make effective daily and long-range instructional plans for parents.

Motivate students and demonstrate a 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-6 materials.

Participate in and support activities that are conducive to staff rapport and morale and positive school-community relationships.

Participate in professional growth activities, including, but not limited to, classes, workshops, conferences, District curriculum committees, and school community activities (e.g, PTA, youth organizations).

OTHER FUNCTIONS:

Perform related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

K-6 curriculum material, procedures and teaching methodologies.

Plan and prepare lessons.

Present lessons in a variety of instructional deliveries.

Maintain a climate conducive to student learning.

Create an appropriate physical environment.

Pre and post plan.

Utilize a variety of classroom discipline strategies.

Develop and maintain open channels of communication between home and school.

Develop and maintain an atmosphere of mutual respect among students, teachers, and staff.

Diagnose and prescribe in order to enable the progress of pupils toward established standards.

Evaluate academic progress.

Adhere to curricular objectives.

Participate in curriculum development.

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 understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to push, pull, and transport instructional materials.

Ability to drive a personal vehicle to conduct business.

CREDENTIAL:

Must possess a valid California teaching credential authorizing service in a self-contained elementary classroom, including an authorization to teach English Language Learners.

Must possess a valid California driver’s license.