

**TITLE:** HOME SCHOOLING PROGRAM SPECIALIST

**QUALIFICATIONS:**

1. California teaching credential
2. Three years classroom experience
3. Teaching skill and knowledge in areas of specific need

**REPORTS TO:** Supervisor I - Student Services

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To assist parents in implementing a home schooling program which will provide support in the delivery of curriculum

**PERFORMANCE RESPONSIBILITIES:**

1. On a scheduled basis, acts as a liaison to provide resource assistance and information to parents and students
2. Acts as resource and assists parents in selection of textbooks, supplementary and instructional materials
3. Provides assistance in planning, writing and evaluating curriculum
4. Assists parents in selection of appropriate instructional and assessment methodologies to meet the individual needs of their children
5. Works on appropriate committees and performs other appropriate duties as assigned
6. May be required to be skilled in specialized instructional areas, i.e., reading, math, social studies, independent study
7. Maintains necessary records and files, including: (a) a list of students participating in the home schooling program, (b) the number of students successfully completing a contract or agreement and an evaluation of all agreements attempted, (c) attendance accounting records, and (d) an audit trail that includes a signed agreement, lesson plans, and student work
8. Performs other duties and responsibilities as required by the department head to accomplish the goals and objectives of this assigned program

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; teacher salary schedule, including two weeks of extended service beyond the regular teacher contract

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable