

TITLE: TEACHER, HOME STUDY

QUALIFICATIONS:

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

REPORTS TO: Supervisor of Student Services

JOB GOAL: To assist parents in implementing a home study program which will provide support in the delivery of curriculum and to maximize learning opportunities for students

PERFORMANCE RESPONSIBILITIES:

1. On a scheduled basis, acts as a liaison to provide resource assistance and information to parents and students in student's home
2. Acts as a 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 analyzing learning capacity of students and provides for students' needs
5. Assists parents in selection of appropriate instructional and assessment methodologies to meet the individual need of their children
6. May be required to be skilled in specialized instructional areas; i.e., reading, math, social studies, language arts
7. Helps parents to recognize learning disabilities of students, informs parents of available services and processes referrals as requested
8. Maintains accurate and complete records as required by district policy and administrative regulations including:
 - a. Cumulative records folders,
 - b. attendance accounting records, and
 - c. audit trail that includes a signed agreement, lesson plans, student work, student educational plan and Home Study narrative
9. Performs other duties and responsibilities as required by the department head to accomplish the goals and objectives of this assigned program including staff meetings, evening inservice/workshop meetings and orientation

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; teacher salary schedule

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