

MONTEREY COUNTY OFFICE OF EDUCATION
**INDEPENDENT STUDY TEACHER
ALTERNATIVE EDUCATION**

CLASSIFICATION; Certificated
SALARY LEVEL: I-V

DEFINITION

Under supervision of the Director of the Alternative Education Program, the Independent Study Teacher will serve as an educational facilitator/monitor to students who have enrolled in Independent Study Alternative Education programs.

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLE OF DUTIES

ESSENTIAL DUTIES

Have direct contact with students at least once each week keeping accurate and updated student records. Write monthly lesson plans for each assigned student. Keep parents advised of educational opportunities within the program and within the community. Supply students with appropriate textbooks, supplementary materials and instructional supplies. Perform an assigned adjunct duty for the betterment of the program that will be assigned by the On-Site Administrator. Attend all staff meetings and student programs. Comply with the Monterey County Office of Education Board Policies and Administration Regulations.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stability to perform the duties and responsibilities of the position (some situations are intimidating and potentially dangerous); manual dexterity sufficient to write, use telephone, business machines and operate machinery and equipment, lock and unlock doors, and operate security system; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and/or run; physical mobility sufficient to move about the work environment (office, district), drive an automobile, and respond to emergency situations (i.e., assist in physically restraining students engaged in fights and confrontations); physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleaners, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts; draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Appropriate California Teaching Credential
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicle and be insurable
- Ability to travel to off-site locations
- Ability to interact with and maintain cooperative relationships with all levels of staff and the public

- Ability to communicate effectively in the English language both orally and in writing

DESIRABLE QUALIFICATIONS

- Experience working with Independent Study students
- Have the ability to analyze curriculum for content, depth, and correlation to State curriculum guidelines
- Willingness to develop and share materials with parents and other teachers
- Enthusiasm and a true empathy for individual student needs
- Ability to communicate effectively in the Spanish language both orally and in writing
- Special Education background