

MONTEREY COUNTY OFFICE OF EDUCATION

HOME INDEPENDENT STUDY MATH TEACHER MONTEREY COUNTY HOME CHARTER SCHOOL

CLASSIFICATION: Certificated
SALARY LEVEL: I – VIII
WORK YEAR: 184

DEFINITION:

Under supervision of the principal of the Monterey County Home Charter School, the home independent study math teacher will serve both as a teacher and as an educational facilitator/monitor to parents who have chosen to educate their children at home and who have enrolled them in the Monterey County Home Charter School.

SUPERVISOR:

Principal or designee

POSITIONS SUPERVISED:

None

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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Oversee school's math curriculum
- Working in conjunction with the site administrator, establish the curriculum in math
- Support supervising teachers as they implement the curricula with their students
- Teach classes in the credentialed subject area
- The number of classes will be determined by the principal
- Provide individual, small and large group learning experiences
- Provide instruction aligned with the California standards
- Provide remote learning opportunities to students not attending class sessions
- Support and provide direction to tutors as they assist students in the subject area
- Create and maintain grade books for all subjects within the credentialed subject area
- Analyze student data and identify students' strengths and weaknesses
- Create and implement intervention plans when necessary and/or provide supplemental instruction to help increase students' understanding of subject-matter concepts and display mastery of subject-matter skills
- Analyze curriculum for content, depth, and correlation to state standards
- Develop and share materials with parents and other teachers

- Act as the supervising teacher for a caseload of students
- Have direct contact with students and parents at least once each week keeping accurate and updated student records
- Maintain records to document student attendance and academic achievement
- Write weekly lesson plans for each assigned student
- Track students' acquisition of credits/progress toward graduation
- Advise parents as to appropriate teaching strategies
- Keep parents advised of educational opportunities within the program and within the community
- Supply parents with appropriate textbooks, supplementary materials and instructional supplies
- Perform assigned adjunct duty as assigned
- Attend all staff meetings and student programs as assigned
- Assist with administration of standardized tests and assessments (e.g., CAASPP, etc.)
- Comply with the Monterey County Office of Education Superintendent Policies, Board Policies, Administration Regulations and Standard Operating Procedures

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; 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; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Bachelor of Arts Degree from an accredited college or university

Knowledge of:

- Strong organizational and planning skills and ability to work cooperatively with a team
- First Aid

Skills and Abilities:

- 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:

- Enthusiasm and a true empathy for individual student needs
- Ability to communicate effectively in the Spanish language both orally and in writing
- Experience teaching special education students
- Experience teaching in both a classroom and a nonclassroom-based setting

Licenses and Certifications:

- Single subject teaching credential in mathematics
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicle and be insurable