

# Homeschool Teacher Job Description

Clarksville Charter School - Adopted: 10-29-20

Job Title	Homeschool Teacher
Direct Report	Regional Coordinator
FSLA Status	Full-Time Exempt / Part-Time Non-Exempt
Salary Schedule	C (Certificated) 185 work days *
Posting	Internal & External
Classification	Certificated

*\*NOTE: Part-time positions are subject to an increase or decrease in hours according to school needs. Salary is prorated depending upon % of contract*

## SUMMARY OF POSITION

The Homeschool Teacher (HST) is responsible for supervising the education of assigned TK-12th grade students. The HST will create an individual learning plan for each student that supports progression of the standards and addresses any need for academic intervention and enrichment. The HST will also provide guidance, resources, and strategies to each student's learning coach to ensure an optimal learning environment and social/emotional growth.

### **Essential duties and responsibilities:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

## DUTIES AND RESPONSIBILITIES

- Maintain a roster of 28 students (full time). Part time roster size determined by administrator
- Establish strong relationships with students and their learning coach(es)
- Create customized learning plans for each student
- Help learning coaches select and order curriculum
- Review and approve enrichment orders for materials and services that support the student's learning plan in accordance with school policies
- Meet with students and learning coaches at least once every 20 school days to review each student's body of work and ensure each student is making adequate progress
- Maintain availability during business hours Monday-Friday
- Respond to emails, voicemail, and text messages within one business day
- Complete all compliance items accurately and on time, including Master Agreements, Attendance, Learning Logs, Work Samples/Records, AWR, and Report Cards
- Collect and analyze assessment data for educational planning and to determine appropriate interventions
- Attend required in-person and virtual Professional Developments
- Complete all training and professional development modules as assigned
- Attend monthly Regional Team Meetings in person and work with the regional team to identify, problem solve and prevent/address issues that may arise
- Actively participate in SST, 504, and SPED meetings, processes and supports
- Provide input and documentation as requested by SPED case managers, student support coordinators and/or service providers
- Encourage student participation in local and state-mandated testing
- Help proctor state-mandated testing in person (up to 10 days for full-time teachers and as needed for part-time)
- Provide students with 1:1 testing if they are unable to participate in school-sponsored testing days
- Participate in Community Connections events (up to one per month)
- Plan and coordinate field trips and park days (minimum of 2 per year)
- Other duties as assigned including participation in WASC process

#### Ability to:

- Organize, prioritize, work under time constraints and to be flexible in an environment of multiple tasks and changing priorities.
- Have credibility with schools and other stakeholders; demonstrated ability to lead and manage change.
- Work effectively with diverse stakeholders.
- Successfully work independently as well as in a team environment.
- Have a high degree of professionalism, integrity, and dependability.

- Engage and Support all students in learning
- Create and maintain effective environments for student learning
- Understand and organize subject matter for student learning
- Plan and design learning experiences for all students
- Assess student learning
- Employ appropriate student motivational techniques;
- Accept individual student's level of learning as a starting point for instruction;
- Communicate with individuals from varied educational and cultural backgrounds;
- Maintain accurate records;
- Develop as a professional educator
- Demonstrate respect and concern for students, parents, other staff members and administrative colleagues.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Make decisions and perform on the job according to district standards
- Communicate effectively and tactfully in both oral and written forms
- Prepare a variety of reports and presentations
- Use technology for instructional purposes as well as to communicate, create presentations and reports, collect, analyze and use student data to identify student learning needs
- Meet schedules and timelines

## QUALIFICATIONS

- Hold a valid California Teaching Credential with an EL Authorization
- Homeschooling/Independent Study experience (desired)
- Knowledge of learning modalities, homeschooling philosophies
- Possess key technical skills and the ability to navigate within Google Suite, educational software, virtual meeting platforms, and information systems
- Strong written and verbal communication skills
- Strong interpersonal and problem-solving skills
- Highly self-motivated and takes initiative

### **Working Environment and Physical Demands:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is generally performed in the employees home. Employee is required to meet students in a public location.

**Physical:** Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers

to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

**Vision:** See in the normal visual range with or without correction, read printed materials and tell differences among colors.

**Hearing:** Hear in the normal audio range with or without correction.

**Speech:** Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

**Hazards:**

Potential exposure to emotional individuals.

**Additional Requirements:**

Valid California Driver's License/proof of insurance

First-Aid Certificate Desired

DOJ fingerprint Clearance

TB Risk Assessment Clearance

Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Clarksville Charter School does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine

whether the employer can reasonably accommodate any known disability.

Clarksville Charter School maintains a tobacco-free, drug-free environment.