

Teacher

SUMMARY

Under supervision of the Small Schools Administrator, provide a planned instructional program in subjects specialty following curriculum specified by district regulations. Provide learning experiences to encourage maximum student growth using appropriate materials. Attend and participate in faculty meetings and other staff development to maintain professional competence. Promote a classroom environment that is conducive to student growth and responsibility.

DISTINGUISHING CHARACTERISTICS

A homeschool teacher educates students in a variety of subjects in alternative settings. People with friendly, enthusiastic attitudes who love to learn and help others learn will thrive in this role. Homeschool teachers impart enthusiasm for the subjects they teach to elementary and middle school students.

REPRESENTATIVE DUTIES

- Develop lesson plans and instructional materials and provide individualized and/or group instruction in order to adapt the curriculum to the needs of pupils with varying abilities, attitudes, and cultural backgrounds.
- Provide instruction to students with special needs in accordance with IEP, using support services as appropriate, and participate in IEP meetings as appropriate.
- Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified by state law, board policy, and administrative procedures of the school district.
- Maintain proper control and discipline in a positive manner by establishing good rapport between students and others involved in the learning processes and in accordance with district policy and procedure.
- Evaluate pupil progress, keep appropriate records, prepare progress reports, and effectively communicate student progress with pupils, administrators and parents.
- Perform basic attendance accounting/reporting duties as directed by district policy.
- Maintain professional competence through participation in professional growth activities.
- Develop and communicate curricular and instructional plans and objectives to students and parents including course descriptions, performance expectations and other pertinent information to allow parental monitoring.
- Develop lesson plans and instructional materials and provide individualized and/or group instruction in order to adapt the curriculum to the needs of pupils with varying abilities, attitudes, and cultural backgrounds.
- Create, with assistance from pupils, a functional and attractive environment for learning through displays, bulletin boards, and interest centers.
- Select and requisition books, instructional aides, and instructional supplies, and maintain required inventory records.

- Administer group standardized tests.
- Assume responsibility for a reasonable amount of non-teaching activities such as directing of extra-curricular work, teachers' meetings, professional study, in-service training, curricula revision, student supervision, and other similar activities.
- Serve on educational committees.
- Attend professional meetings called by administrators, or other meetings such as SST's and IEP's.
- Control the physical environment of the classroom, including the neatness, order, ventilation, temperature, lighting, care of furniture, books, supplies, apparatus, and other equipment in the room.
- Aid in selection and requisition of books, instructional aides, supplies, and maintains required inventory records.
- Communicate with parents and school counselors to further the individual pupil's progress.
- Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Ensure that students are not left in the classroom at any time without teacher supervision.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Approve correspondence or reports to parents, and all requests for free and inexpensive materials to be used in the classroom by the principal prior to dissemination.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Curriculum expectations for subject being taught.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Child guidance principles and practices.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- Current trends and research concerning the growth and development of children.
- Applicable state advisory documents, the State Framework in all subjects taught and district Curriculum Standards appropriate to their teaching assignment.
- Standardized student testing requirements.

Ability to

- Adapt plans to meet different needs for learning.

- Create an instructional program and a class environment favorable to learning and personal growth.
- Identify students who have special instructional needs.
- Maintain current information and expectations regarding grade level and curriculum being taught.
- Monitor children in classrooms.
- Display the use of good judgment in making decisions.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Perform mathematical computations to instruct students in curriculum, produce reports, maintain records, complete requisitions and reimbursements, etc.
- Operate a computer and use related software.
- Send and receive emails and research information through the Internet.
- Maintain current knowledge of technological advances in the area of instruction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of applicable curriculum and school instruction related regulations.
- Establish and maintain a variety of accurate record keeping and filing systems.
- Communicate effectively both orally and in writing.
- Communicate student progress with parents.
- Work with students who may misbehave.
- Establish effective rapport with pupils.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability.
- Create a positive classroom environment.
- Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Maintain consistent, punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

EMPLOYMENT STANDARDS

Education

- Baccalaureate Degree
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- **Licenses/Certificates**
 - Teaching Credential Elementary Multi-Subject is required
 - CLAD is required