



Irvine Unified School District

INDEPENDENT STUDY TEACHER

Grades K through 8

DEFINITION

Under general supervision, designs and teaches classes in basic education to students in grades K through 8, establishes realistic and appropriate goals and objectives for each student, assists in other school alternative programs as assigned, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Teaches knowledge and skills in basic education, which may include all subjects within the K through 8 curriculum.
- Instructs students in basic subject matter specified in state law and administrative regulations and procedures of the District.
- Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration and working time.
- Provides individual and/or small group instruction in order to adapt curriculum to the needs of the students with varying intellectual abilities, and to accommodate a variety of instructional activities.
- Establishes and maintains standards of student behavior required to provide an orderly and productive environment.
- Instructs students in proper care and use of materials and organizes storage areas and controls use of materials where applicable to prevent loss or abuse.
- Assesses and evaluates each student's performance and growth in knowledge and understanding.
- Selects and requisitions instructional materials, books, etc., and maintains inventory records.
- Maintains professional competence through in-service education activities provided by the District and/or self-selected professional growth activities.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with District guidelines.
- Communicates with parents and school administrators/counselors on student progress.
- Cooperates in school-wide supervision of students during out-of-classroom activities.
- Participates in faculty and/or District committees and the sponsorship of student activities.

QUALIFICATION GUIDE

CREENTIAL:

Valid California Credential or license authorizing service in grade levels and areas assigned.

EDUCATION:

Bachelor's degree including all courses to meet credential requirements.

EXPERIENCE:

Student teaching, Internship, or full-time teaching experience.

HOURS AND SALARY:

Forty (40) hours per week of student instructional time, however flexible hours, including late afternoons and evening to provide maximum opportunity for student instructional opportunities as designated by the program to meet state and district requirements for students participating in such a program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements/duties listed are representative of the knowledge, skill, and/or ability required. Ability to manage and prioritize multiple activities is required as well as effective communication skills and the ability to direct and evaluate aides and volunteers. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERSONAL QUALITIES:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Above-average recommendations from student teaching supervisors and other professionals who have observed the characteristics, scholastic attainment and classroom performance of the teacher.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS:

Many duties may vary depending upon the work location and subject area.

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