

JOB DESCRIPTION
October 2016

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

**TEACHER, PATHWAYS CHARTER SCHOOL - iLEARN,
SPECIAL EDUCATION AND INDEPENDENT STUDY**

General Purpose:

A Teacher, Pathways Charter School - iLearn, Special Education and Independent Study is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Pathways Charter School - iLearn, Special Education and Independent Study has an unwavering belief that all students can achieve and provides teaching and support to special education and independent study K-8 students. Pathway teachers work as part of a professional learning community in a relentless pursuit of student success and coordinate a student's instructional program, supporting families who are committed to educating their children in the home environment.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Acts as case manager for students enrolled in his/her caseload which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web-based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web-based IEP paperwork within prescribed time period; and ensures delivery of a copy of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Reviews students' needs, develops goals, and differentiates instruction and services as indicated on IEP's for assigned pupils.
- Provides individualized, group and whole class instruction.
- Diagnoses and programs instruction for individual learners academically and socially as an on-going process.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meets with parents on a regular basis to review student progress and works on individual education-related issues.
- Participates in transition plans for students moving to other environments.
- Provides training, direction and supervision for assigned ancillary staff.
- Requisitions materials and supplies in a timely manner.
- Works closely with outside agencies.

Contribute to a School Culture Committed to High Levels of Learning for all Students

- Maintains a relentless focus on student achievement.
- Counsels and supports parents and students regarding personalized educational objectives and communicates student progress on an ongoing basis.

TEACHER, PATHWAYS CHARTER SCHOOL - iLEARN, SPECIAL EDUCATION AND INDEPENDENT STUDY/PAGE 2

- Reviews completed student assignments to determine attendance apportionment; identifies and reports to administrator any students who do not meet the attendance requirements.
- Helps to envision, create and contribute to a positive, engaging learning environment and exhibits positive rapport with students, parents and staff.
- Demonstrates the ability to work effectively as a part of a professional learning team and shows a commitment to work interdependently with other teachers and administrators.
- Participates in professional development to support individual growth and further meet the vision of the school.
- Maintains a commitment to the overall vision of Pathways Charter School and the specific goals of i-Learn.

Curriculum, Instruction, Assessment

- Evaluates student progress, selects appropriate curriculum materials, and provides general supervision of a student's educational program based on the needs and learning style of each student.
- Prepares and presents standards-based lessons in multi-aged enrichment classes, as required by the administrator, integrating resources from a variety of sources and linking lessons to real world application and/or career pathways.
- Clearly presents learning outcomes to students and parents, making relevant connections to students' lives and interests.
- Uses formal and informal assessments to determine the academic needs of each student and provides support materials to fill in the gaps.
- Be knowledgeable about curriculum and California Common Core Standards across K-8 grade levels.
- Implements project-based learning in enrichment classes and at-home lessons.
- Ensures learning outcomes are aligned with the California Common Core State Standards.
- Have the ability to analyze curriculum for content, depth, and correlation to California Common Core Standards and relates this information to parents.
- Analyzes student assessment data and student work to make strategic instructional decisions that will aid struggling students to master learning outcomes and/or provide enrichment opportunities for students who have demonstrated mastery of outcomes.
- Incorporates technology into enrichment classes to connect learning to the broader world.
- Implements IEP goals into student lesson plans and ensures that individual students' needs are met.
- Remains current on educational research and best practice and applies these to enrichment classes and individual lessons.

School Culture and Professionalism

- Strives to be highly effective to promote student achievement.
- Maintains monthly, quarterly, and semester paperwork and meets determined deadlines.
- Performs adjunct duties as assigned.
- Participates in professional growth opportunities to improve instructional practice and model effective strategies to parents.
- Participates in the organization, development, and implementation of program events and attends events as required by administration.
- Attends staff meetings, identified professional development, and other identified meetings (i.e. Leadership, PLC, IEPs).

TEACHER, PATHWAYS CHARTER SCHOOL - iLEARN, SPECIAL EDUCATION AND INDEPENDENT STUDY/PAGE 3

- Shares in the administration of STAR testing.
- Helps to create and contribute to a positive school culture and learning environment.
- Maintains a professional manner with staff, parents, and students.
- Communicates effectively with all stakeholders for the benefit of students.
- Follows policies of PCOE and iLearn.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree and teacher preparation program in order to obtain a valid California Teaching Credential issued by the California Commission on Teacher Credentialing (CTC).

Experience:

- Professional training and paid or volunteer experience with individuals with disabilities.
- Prior teaching experience within grades K-8.
- Experience working with independent study.
- Experience working as part of a collaborative instructional team is preferred.

Knowledge, Skills and Abilities:

- Knowledge of rules, regulations, and procedures of independent study with particular emphasis on K-8 applications.
- Skills and ability to conceptualize new ideas and approaches, and integrate them into individualized lesson plans and enrichment classes.
- Ability to travel to a variety of off-site locations within a reasonable time frame.
- Ability to interact with and maintain cooperative relationships with staff, parents and students.
- Ability to communicate effectively in the English language both orally and in writing to meet the outlined tasks of this position.
- Maintain accurate student files as determined by Independent Study regulations and school policies, and meets timelines, as required by administration.
- Ability to motivate, challenge, and guide students to reach their potential.
- Ability to tutor math for all grades.
- Ability to meet accuracy and productivity requirements in order to perform the outlined tasks of this position.
- Ability to use digital tools and strategies.

Qualities and Attributes:

- High expectations – a deep belief that all students can learn and succeed.
- Willingness to be available to students and parents beyond contract hours.
- Communicates openly and honestly with all staff and parents.
- Optimistic attitude – demonstrates the resiliency needed to excel.
- Seeks feedback as a valuable tool for professional growth.
- Constantly monitors student progress and provides support materials to fill in gaps.

TEACHER, PATHWAYS CHARTER SCHOOL - iLEARN, SPECIAL EDUCATION AND INDEPENDENT STUDY/PAGE 4

- Reflective, hardworking, dedicated.
- Strategic thinker.

Desirable Qualifications:

- Prior teaching experience within grades K-8.
- Experience working with independent study.
- Believe that all students can learn and succeed.
- Ability to effectively and sensitively communicate with all stakeholders.

Required Testing:

- None

Certificates and Licenses:

- Must possess a valid California Driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching that authorizes services to special education students with mild to moderate disabilities and authorizes resource services.
- Must possess authorization to teach English Language Learners.
- No Child Left Behind (NCLB) highly qualified compliance required.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance
- Work is performed in an office, student home, or school environment continuous contact with school staff, parents and PCOE staff.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, etc.
- Work assignments require no unusual physical conditions or environmental conditions.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversation, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- Ability to drive an automobile or arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

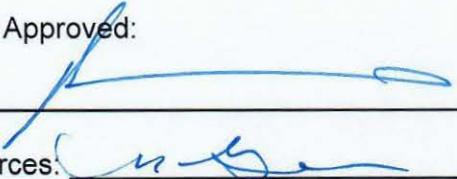
**TEACHER, PATHWAYS CHARTER SCHOOL - iLEARN, SPECIAL EDUCATION AND
INDEPENDENT STUDY/PAGE 5**

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education, experience and qualifications

Reviewed and Approved:

Supervisor:  Date: 10-14-16

Human Resources:  Date: 10/17/16