

CLASS CODE: 1000
REPORTS TO: Assigned Administrator
FLSA CATEGORY: Exempt (Professional Employee)
LEVEL: Certificated

CHARACTERISTICS OF THE CLASS

Under general supervision of an assigned academy or other instructional administrator, provides instruction to students, works cooperatively with families and their children to determine educational goals and objectives, creates personalized learning plans; assists the families and/or students so that the students can meet or exceed educational standards and reach their full potential.

SPECIAL CHARACTERISTICS

Visions In Education is a K-12 home school and 9-12 independent study program in which families have varying percentages of responsibility for the education of their children, dependent upon the academy to which their child is assigned, with the support of a credentialed teacher.

ESSENTIAL FUNCTIONS

Any one position may not include all the duties listed nor do all the listed examples include all tasks which may be found in positions of this class.

- Develops strategies to assess students' progress toward mastery of state standards.
- Meets with families to select appropriate curriculum, assist with ordering, and develop instructional pacing and plans.
- Directly supports families on instructional strategy implementation, oversight, and documentation.
- Engages students in extended assessment strategies, in discussion and written form, in-person and virtually. Facilitates the completion of assessments.
- Reviews all students' work, evaluates students progress, provides feedback, and grades multiple subject areas in a timely manner in order to guide students in critical thinking, content improvement, and college and career readiness.
- Develops Personalized Learning Plans and procedures according to Visions' guidelines to ensure student achievement.
- Works with students on a Personalized Learning Plan that supports developing individual goals, successful graduation, and a plan for secondary education/training for college and career.
- Assists families and/or students with curriculum organization, planning, support, and evaluation of student work.
- Creates weekly lesson plans and group activities to engage students in weekly synchronous learning that supports CA State Standards.
- Creates, sources, and uses materials, resources, technologies, and varied instructional strategies to make subject matter accessible to students.
- Understands virtual instruction and is familiar with learning pedagogy to support distance learning environments.
- Documents and communicates student progress regularly with students and families and requests timely re-engagement.
- Communicates regularly with families and students regarding academic issues.
- Works with families, students and community resources to maximize support for student achievement.
- Meets with students and families on a scheduled basis virtually, face-to-face, or by phone. Face-to-face meetings may be virtual, in person, in the home, or in other mutually agreed upon predetermined locations.
- Teachers will be flexible with new legislation as it relates to supporting students.
- Communicates with students and/or families as needed and responds in a timely manner to their communications.
- Completes progress reports and report cards; keeps family up to date on student progress and recommends interventions and supports to families.
- Supervises and completes state-mandated testing assignments. Utilizes state mandated tests and universal learning assessments to inform instruction and support learning opportunities. Monitors student account expenditures; approves/rejects and communicates rationale for ordering decisions to families.
- Facilitates ordering of student textbooks and educational materials.
- Monitors student check-in and check-out.
- Works collaboratively with peers, on PLC teams, and with all other staff.

- Meets established objectives and deadlines.
- Preps and plans for synchronous online learning. Conducts synchronous instruction as defined by organizational needs.
- Organize, conduct, promote, and participate in school promotional or graduation activities and/or events.
- Attends staff meetings and staff professional development days.
- Uses school issued cell phones and laptops for work only.
- Ability to teach classes to a variety of students and grade levels in various subjects including but not limited to English, Math, and other core subjects and standards in online (synchronous and asynchronous) environments.
- Completes required paperwork for students on time including but not limited to master agreements, content teacher agreements, MA addendums, reports on progress on Special Education goals, attendance, work samples, contact dates, correct contact information, student ID picture, engagement logs, etc.
- Developing individualized plans for targeted instruction for MTSS supports.
- Measuring and collaborating with case managers on progress towards IEP goals; attend IEPs.
- Reviews curriculum for alignment with state standards and recommends supplements as needed.
- Conducts family onboarding/orientation and provides ongoing support. Reviews and explains diagnostic results to families.
- Develops, implements, & monitors students goals for academics, intrapersonal, interpersonal, & technology.
- Analyzes, shares, and utilizes assessment data to guide student learning and uses results to individualize instruction.
- Assists students and families with different technologies; basic troubleshooting.
- Creates agendas, academic goals, and guides families on how to use funds to support the goals.
- Maintains confidentiality.
- Performs other duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a valid California teaching credential with ELA/CLAD certification.

SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of or ability to learn, interpret and apply Visions In Education's objectives, policies, procedures, rules, regulations and operations.
- Knowledge of or ability to learn and use applicable sections of the California Education Code, Charter Law and other pertinent laws.
- Ability to maintain positive and professional interactions with students, family, peers, other staff and the public, and to work in sometimes stressful situations.
- Skill and ability to work with flexibility, efficiency and diplomacy.
- Skill and ability to use self-restraint and professional judgment and develop strategies to deal with a variety of people under varying situations and conditions.
- Skill and ability to use written and oral communication requiring clarity and diplomacy in communication with a broad and diverse audience.
- Familiarity with numerous curriculum options and resources.
- Familiarity with Visions sanctioned curriculum options and resources.
- Familiarity with LMS and curriculum in use.
- Ability to act as liaison between the program and the family.
- Effective communication skills initiating individual and group discussions, listening, facilitating interaction with students and peers, and speaking in public.
- Ability to establish and maintain effective rapport and work relations with a wide variety of personalities contacted in the performance of required duties.
- Ability to work independently and in a team environment, and be held accountable for results.
- Ability to maintain a professional attitude and a strong customer service focus at all times, with a strong desire to succeed and solve problems.
- Ability to work confidentially.

- Knowledge, skill, and ability to use a wide variety of technology including, but not limited to: personal computers, Google Suite, web based video conference applications, e-mail, Internet, copiers, and phones.
- Proficiency with online-instructional deliveries such as Google Tools, Schools PLP, School Pathways, and Google Hangouts.
- Promote student motivation and goal setting to achieve educational success
- Skill in assessing, summarizing, and documenting the monthly continual progress of each student; progress reports.
- Ability to assess and summarize the progress of each student toward their personalized learning plan, goals, and objectives on a regular basis.
- Willingness and ability to participate in design teams and focus groups to support the organizational needs of the school.

OTHER QUALIFICATIONS:

- Possession of a valid California driver's license, availability of a vehicle and evidence of vehicle insurance.
- Willingness and ability to travel within the local area and surrounding counties to meet with students and/or families/guardians/students in a variety of socioeconomic locations.
- Attend meetings as needed in any of the nine (9) counties that Visions services.

WORK ENVIRONMENT AND PHYSICAL ABILITIES

The physical requirements below are necessary to perform the essential functions. Reasonable accommodations will be made to enable a person with a disability to perform these functions.

- Work environment requires frequent travel to various locations locally and in the surrounding counties to meet with students and/or families. Requires willingness and ability to work in small work areas, varying temperatures and around noise and other people.
- Sufficient physical mobility to enter/exit a vehicle and drive to various locations locally and to surrounding counties. to move about in sometimes crowded spaces, move over uneven ground, move in/about students' homes and other public places, and access various floors in buildings.
- Sufficient mobility to bend, stoop, push/pull, lift, stand, and walk on an occasional basis to file, move equipment and/or supplies or take work from one location to another.
- Physical, mental and emotional stamina to work under sometimes-stressful conditions, with frequent distraction and interruptions and deal with angry/upset people in a calm and professional manner.
- Ability to sit for at least an hour of time to work with students and/or families.
- Ability to transport books, instructional materials and a laptop computer from home to meetings and student homes/meeting places.
- Sufficient dexterity to operate computers, printers, telephones, cell phones, faxes, and copiers.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and computer equipment, to keyboard and write, file, and maintain records and reports.
- Sufficient hearing to hear and understand students, families, staff and the public, both in person and on the telephone.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Sufficient vision to read fine print and figures; to grade and review paperwork; and complete required forms, reports and paperwork.

Updated: 7/2003; 12/2005 duties, SKA's and essential functions; revised: 3/2007, format changes; updated qualifications; 5/2015; 3/2022 revised; 10/2022