



Cabrillo Point Academy Job Description Homeschool Teacher

Job Title	Homeschool Teacher (HST) – Full Time
Reports to	Assistant Director
Supervises	N/A
FSLA Status	Exempt
Salary Schedule	Homeschool Teacher Salary Schedule - per the Compensation Policy
Calendar	196 Working Days

Summary of Position

Under the direction of the Assistant Director and the support of a Regional Coordinator, the Homeschool Teacher is responsible for the education of assigned TK-12th grade students and will create an individualized learning plan for the school year, including core subject standard progress and mastery, interventions and supports as needed. The Homeschool Teacher will also provide resources and strategies to the student’s parent/family/guardian to ensure an optimal environment for student learning and social/emotional growth. All employees are expected to follow the responsibilities and procedures as delineated in the Employee Handbook.

Duties and Responsibilities

- Serve and support students in grades TK-12
- Assign and evaluate a body of work each learning period in collaboration with the student and learning coach.
- Meet, in-person and virtually, according to the manner and frequency outlined in the Independent Study Policy, with students and learning coaches at least once every 20 school days to review and evaluate student’s progress, completion of work, standards met, and areas needed for support
- Create and maintain a positive working relationship with the student and family while providing an inviting and innovative learning experience
- Help families in selecting curriculum that best supports their student’s learning needs while also progressing toward state standards
- Collect and analyze assessment data for educational planning and determine appropriate interventions
- Develop long and short-term planning to address state standards and individual needs of students
- Provide direct and indirect instruction as necessary
- Follow School processes to support student learning
- Actively participate in SST, 504, Special Programs, and SPED processes as needed including attending all required meetings
- Plan and participate in events and duties that support the homeschool community and the School
- Encourage student participation in School and state-mandated testing and assessments to measure student performance
- Participate in proctoring all internal and state-mandated testing and provide needed prep material for students

- Complete required trainings, paperwork and necessary records accurately and by designated deadlines (Examples: Master Agreements, Attendance Logs, Work Samples/Records, Progress Reports, Assignment Sheets, and Report Cards)
- Attend and complete all required meetings, trainings and Professional Development as outlined by the School
- Accept and incorporate feedback and coaching from administrative staff
- Utilize computers and other technological equipment in student instruction
- Operate standard office equipment including using a variety of software applications including, but not limited to, Google Drive, Microsoft Office, Excel, PowerPoint, PDF, and virtual meeting platforms (Zoom, Google Chat, etc.)
- Maintain a valid teaching credential and work toward professional growth
- Work collaboratively with staff and School-wide departments in all School-related matters
- Respond to all School-related phone calls, voicemails, and emails within 24 business hours
- Share enrichment returns resources and review the enrichment returns process with each family at least once each year, or more if needed
- Assist with collecting returned enrichment materials from families, while following the procedures set forth by the School's Enrichment Department
- Assist with returning collected enrichment materials to the School's library location, as needed
- Review the Enrichment Guidelines with each family at least once each year, or more if needed
- Review and approve enrichment orders for materials and services that support the student's learning plan in accordance with School policies
- Perform adjunct duty as assigned
- Available to conduct synchronous instruction as assigned
- Perform other duties as assigned and deemed appropriate

Qualifications

- Experience with homeschooling or independent study (highly desired)
- Demonstrate expertise in the subject they will teach, as evidenced by personal skills and knowledge, an undergraduate major or minor or graduate degree in the subject they will teach, or direct subject-area teaching experience
- Growth mindset
- Professional and respectful
- Clear communication skills
- Strong organizational skills
- Demonstrate ability and experience to engage the interest of school-age children
- Demonstrate ability to work with diverse children, including those with special needs
- Demonstrate ability to work well with parents
- Demonstrate ability to work effectively as a team member
- Demonstrate ability to evaluate tests and measurements of achievement
- Demonstrate willingness to be held accountable for student results
- TB Test Clearance
- Criminal Justice Fingerprint Clearance
- Complete the School's Transportation/Driving Policy and provide all supporting documentation to the School's Human Resources Department

Education

- Bachelor's degree
- Possess a valid CA Teaching Credential with EL authorization and any other credentialing requirements

Physical Demands

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions with or without reasonable accommodations. Spends the majority of the day using a computer standing and/or sitting at a desk with forward bending from the waist, leaning on forearms, and looking down, which requires neck flexion. Will periodically exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects. Will sit most of the time but may walk or stand for brief periods of time: will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder. Must possess the ability to hear and perceive the nature of sound. Must possess visual acuity and depth perception. Must be capable of providing oral information, both in person, virtually, and over the telephone. Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials. It is occasionally necessary to lift and carry boxes weighing up to 40-50lbs.

Work Environment

The work location for this position is designated by the supervisor and the job description to include in-person and virtual settings as needed by the School, including individual and small groups, indoors and outdoors, and may experience the following possible exposures: heat or cold extremes; as well as fumes; odors; dust; noise level, which is moderate to loud; a higher level of exposure to illness or infection from students and/or families; intervening to stop conflicts between angry or emotionally upset students; dealing with students, parents, employees and who may exhibit unpredictable or anti-social behavior; and, exposed to students who may ask inappropriate personal questions, display socially unacceptable behavior, display physically aggressive behavior, and insult your personal characteristics including appearance, age, sex, and race.

Right to Revise

This job description is not meant to be all-inclusive, and the School reserves the right to revise this job as necessary without advance notice. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Equal Opportunity Employment Statement

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Revision Date

February 16, 2024