



Fremont Union High School District

Position: Customized Learning Program Teacher

Department/Site: Educational Options/District Office

Reports to/ Evaluated by: Coordinator of Educational Options

Summary of Basic Functions & Responsibilities

Under the supervision of the Coordinator of Educational Options, the Customized Learning Program teacher is responsible for: meeting with individual students; assessing the student's graduation-needs and scheduling in appropriate classes (utilizing *Odysseyware* software among other options); delivering and grading the curriculum; keeping records; researching opportunities for students in the larger community; coordinating with other teachers in the Educational Options programs; and communicating regularly with parents regarding student progress. Works independently from broad policies and on general objectives; routinely analyzes, evaluates and solves problems that arise in the course of work, and refers specific matters to superior(s) only when interpretation or clarification of departmental or district policies is necessary. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Program delivery includes very little direct instruction; program delivery is performed one-on-one with students, using an online/software curriculum program (*Odysseyware*). However, this curriculum includes blended learning opportunities and unit projects that will be assigned and assessed by the teacher.
- Teach and support *Effective Effort* strategies for students to master skills and retain content.
- Develop questioning techniques and other strategies to support student reflection.
- Organize physical classroom space for blended learning.
- Develop class norms and routines that support blended learning.
- Maintain a positive and dynamic environment that motivates students to work hard and focus in class.
- Design and implement mini-lectures to individual or small groups of students.
- Provide students real-time feedback and one-on-one guidance while working online.
- Help students set goals, make plans and reflect on progress.
- Assists with individualized student programming/scheduling
- Monitors student graduation process
- Evaluates transcripts
- Refers students for support services
- Acts as transfer liaison, if necessary
- Provides career counseling
- Acts as community liaison
- Develop competencies that promote personal, social, academic and vocational adjustment.
- Emphasize at the secondary school level, academic achievement, career awareness and information, and preparation for adult life.
- Maintains consistent and productive communication with parents of independent study students.

Qualifications

Knowledge and Skills:

- Special problems associated with the independent study students
- Customized teaching techniques
- Maintaining appropriate classroom discipline

Ability to:

- Adapt instruction to individual student abilities and educational needs
- Provide instruction in a wide variety of subjects
- Operate audiovisual and computer equipment
- Gain and maintain student respect, student interest and cooperation
- Request assistance when dealing with unknown situations
- Assess and diagnose student academic weaknesses and needs
- Work effectively with the administration and other teachers within the program
- Maintain effective communication with parents

Education, Licenses & Certificates:

- Required:
 - A Bachelor of Arts (BA) or Bachelor of Science (BS) Degree
 - Fingerprint clearance from the Department of Justice
 - Valid appropriate Secondary Credential or Valid Pupil Personnel Services Credential (PPS)
- Desirable:
 - Both a valid PPS (or enrollment in a Program leading to a PPS Credential) and an appropriate Secondary Credential.
- May require a valid driver's license

Experience:

- Desirable:
 - Guidance background evidenced by training, experience and interest
 - Experience working with young people.
 - Experience working with an at-risk student population
 - Experience working with educational technology (i.e., online curriculum)

Working Conditions:

- Work is performed in a District Office and classroom environment subject to constant interruptions.

Physical Abilities:

- Ability to work at a desk; ability to stand for extended periods of time; ability to see for purposes of reading rules and policies and other printed matter; ability to hear and understand speech at normal levels; ability to communicate so others will be able to clearly understand; ability to operate office equipment; ability to bend and twist; ability to reach in all directions.