General Purpose:
A Teacher, Pathways Charter School - iLearn is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Pathways Charter School - iLearn has an unwavering belief that all students can achieve and that independent study is a viable educational option. Works as part of a professional learning community in a relentless pursuit of student success and coordinates a student’s instructional program and support 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:

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.
- Reviews completed student assignments to determine 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 iLearn.

Curriculum and Instruction
- 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.
- Constantly monitors student progress and provides support materials to fill in gaps.
- 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.
- Implements project-based learning in enrichment classes and at-home lessons.
- Ensures learning outcomes are aligned with the California Common Core State Standards.
- 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 Individual Education Plans (IEPs) and ensures that individual student needs are met.
• Remains current on educational research and best practices and applies these to enrichment classes and individual lessons.

School Culture and Professionalism
• Highly effective in promoting 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, Professional Learning Community (PLC), IEPs).
• Shares in the administration of Smarter Balanced Assessment Consortium (SBAC) testing.
• Helps to create and contributes 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 Placer County Office of Education (PCOE) and the iLearn Academy.

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:
• 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.
• Knowledge of curriculum and California Common Core Standards across K-8 grade levels.
• 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 analyze curriculum for content, depth, and correlation to California Common Core Standards and relate this information to parents.

Ability to communicate effectively in the English language both orally and in writing to meet the outlined tasks of this position.

Ability to effectively and sensitively communicate with all stakeholders.

Ability to maintain accurate student files as determined by Independent Study regulations and school policies, and meet 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 members.

• 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.

• Reflective, hardworking, dedicated.

• Strategic thinker.

Certificates & 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.

• Must possess authorization to teach English Language Learners.

Clearances:

• Criminal Justice Fingerprint Clearance

• TB Clearance

Work Environment:

• Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

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, handling, fingering and/or feeling.

• 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.
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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education, experience and qualifications

Reviewed and Approved:

Supervisor: ___________________________ Date: 4-5-17

Human Resources: ______________________ Date: 4-4-17