



Personalized Learning Teacher

Job Description

Reports To:	Personalized Learning TK-8 Academy Principal (<i>or designee</i>)
FLSA Status:	Exempt
School Classification:	Certificated
Pay Schedule:	Range 6
Work Schedule:	185 days/11 months
Location:	Remote Office

Position Summary: *The teacher supports and guides students in meeting their educational goals and ensuring they are successful in an independent study environment. Required duties include administrative responsibilities and completion of all required paperwork as outlined below. Teachers are required to participate in all staff meetings, trainings and/or sessions. Teachers are expected to uphold the school's mission and shared values, philosophy, and policies and procedures.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

Professional Support:

The teacher must meet with assigned students and parents to support the student's academic needs and to facilitate adequate progress to the common core state standards. This includes completing all educational and administrative duties, paperwork, and other tasks as needed to achieve this goal. Professional support is not limited to the school calendar days.

Teacher responsibilities:

1. Develops a personalized educational plan with each family at the beginning of each learning period, and assigns work in each subject area
2. Evaluates, updates, and documents student progress towards the educational plan/assignments and school and Common Core State Standards by examining the entire body of student learning at the Learning Period Meeting (LPM) and engaging the student through evaluative discussion, observation and informal assessment.
3. Collects and assesses work samples each learning period, and uses those samples for portfolio submission
4. Stays current with school policy and procedure
5. Completes the required paperwork and documentation for each student according to individual deadlines
6. Advises and supports parents and students
7. Ensures students' academic needs are met by researching curriculum options and ordering appropriate curriculum
8. Suggests and provides information regarding available educational opportunities
9. Maintains an accurate teacher budget
10. Communicates school information to the parents/students

11. Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
12. Prepares for and attends IEP and other required meetings for assigned students
13. Uses computer technology, email, the Internet, and other technology
14. Attends mandatory teacher trainings such as annual all school meetings and regular Regional Meetings
15. Completes online and other trainings as determined as necessary by the school
16. Proctors state mandated tests and administers any charter required assessments, such as the local assessment
17. Participates in WASC focus groups and completes assigned WASC related projects/tasks
18. Supports middle school students and parents with high school planning
19. Attends and assists with school events
20. Assists the school with the collection of materials returned by families and the process for re-issuing items to students as needed
21. Serves as a chaperone for school sponsored field trips as needed

Paperwork and Documentation:

The teacher must complete all paperwork and documentation necessary to serve each assigned student. Completed documentation must be submitted by specific due dates as specified by the school. The required documentation includes, but is not limited to, the following:

1. Master Agreements and other enrollment paperwork
2. Attendance documentation
3. Assignment and Work Record (AWR) in School Pathways to document student learning--to be completed within five (5) school workdays from the date of the Learning Period Meeting (LPM)
4. Report Cards
5. Portfolios
6. Purchase Orders
7. Checkout (performed after last day of school)
8. IEP paperwork
9. Additional paperwork as needed

Advice and Support:

The teacher is expected to serve students with varying needs. A broad base of educational knowledge, as well as a thorough understanding of educational opportunities available through the school, is necessary in order to support families adequately. This knowledge must include, but is not limited to, familiarity with the following:

1. School and Common Core State Standards
2. Curricular options to meet the standards
3. Learning approaches and teaching philosophies
4. School graduation requirements
5. School and community in-services available
6. Internet resources

7. Distance learning
8. Field Trips
9. High School specific information

The teacher is responsible for answering educational questions posed by their families, performing research, using the teacher manual, and consulting their assigned director/principal as needed.

Other Duties:

- Proctoring duties as needed during the testing season
- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
- Serves and meets with students during normal business hours unless prior approval has been extended by supervisor
- When appropriate, documents and reports to the school's management all formal disciplinary actions involving staff; if applicable, addressing and resolving complaints from students, parents, and staff in a timely manner; referring individuals to the proper personnel as appropriate to ensure compliance with the school's Uniform Complaint Policy; the school's Uniform Technology Policy; and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience:

- Two years of successful teaching experience in the classroom setting preferred
- Experience in a homeschool/independent study model highly desirable

Education:

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current
- English Language Authorization required

Other Qualifications:

- As a public school, Sage Oak is required to follow regulations from the CDPH which may include required masking, testing, and, if mandated by the State, COVID-19 vaccinations. Requirements are subject to change based on current legislative, CDPH, and Cal/OSHA updates.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and human resources notifying the immediate supervisor of this clearance.

- Proof of a clear TB test or signed certificate of completion dated within the last 60 days (Ed. Code 49406 and AB 1667) upon employment and thereafter updated every four years.
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations

Knowledge:

- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software

Skills:

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills

Abilities:

- Team player
- Love of learning – a lifelong learner
- Ability to transmit passion for learning to students and families
- Flexibility and adaptability
- Openness to differing views and objectives
- Willingness to research and become knowledgeable of curriculum and educational resources
- Ability to deliver information concerning curriculum, teaching, assessment, and learning to families
- Serve the student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere
- Growth Mindset

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 200 miles in a day

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.