



# RIALTO UNIFIED SCHOOL DISTRICT

## INDEPENDENT STUDY TEACHER ELEMENTARY AND MIDDLE SCHOOL

### DEFINITION

Under the supervision and direction of the school site Principal. The independent study teacher provides an individualized program of instruction through Independent Study in all academic areas with students in K-8<sup>th</sup> grade and other duties as assigned.

### ESSENTIAL DUTIES

- Works with Site Administration in planning and implementing an individualized academic program for each student enrolled in the Independent Study program;
- Prepares and teaches individualized course work which meets the requirements in the areas of math, English, reading, Social Studies, science, and other subjects consistent with a personalized educational plan;
- Determines instructional materials designed to achieve instructional goals and behavioral objectives. Selects books appropriate to the interest and maturity levels of pupils;
- Ascertaining the achievement level of each student through testing, investigation of previous records, professional opinion, or any other methods deemed necessary;
- Evaluates each pupil's progress in courses and prepares progress reports;
- Promotes and encourages a positive attitude towards school on the part of the students;
- Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities, and knowledge of and familiarity with Rialto School District's programs;
- Other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- School policies and procedures, which govern the Board, program, outcomes, and curriculum.
- California State curriculum frameworks as well as effective teaching strategies that ensure students' learning in required subjects with focus on what is most successful in the independent study setting.
- Student learning styles, inventory techniques and organizational skills.
- Effective teaching strategies to ensure pupil learning in subjects taught.
- Applicable sections of State Education Code and other State publications that apply, such as curriculum frameworks and testing procedures and protocols.
- Curriculum, instruction, and assessment processes and how they should operate in an effective independent study program.
- Technology and computer software applications relative to instruction and administration.
- Social resources including but not limited to material resources, learning centers and vendor course instruction.

#### Ability to:

- Plan and teach individualized lessons for one-to-one instruction.
- Understand, accept and work individual differences in students and parent(s)/guardian(s).
- Effectively work with and relate to students with independent education needs and their parent(s)/guardian(s).
- Establish and maintain cooperative relationships with students, parent(s)/guardian(s), all school staff, vendors, and the public.
- Communicate effectively in the English language both orally and in writing.
- Meet required schedules and timelines.
- Maintain detailed records and student folders.
- Be highly organized.
- Work independently.
- Analyze situations accurately and adopt and appropriate and effective course of action.
- Learn and use technology and computer software applications efficiently as appropriate to the work environment.
- Use tact, patience, and courtesy when dealing with all people.

- Use positive professional demeanor as well as initiative and judgment while discussing problems with students, parent(s)/guardian(s), staff and the public involving student portfolios, information or performance, school policies or practices while maintaining appropriate confidentiality.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Maintain a valid Standard First Aid and CPR certificate.
- Possess a California driver's license and be insured.
- Maintain a positive professional demeanor and appropriate confidentiality at all times.

**EXPERIENCE AND EDUCATION**

1. Minimum of three (3) years of public teaching experience;
2. Possession of a valid Multiple Subject teaching credential;
3. Proof of EL authorization

**PHYSICAL CLASS:**

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**WORK AREA REQUIREMENTS:**

Regular classroom, parking lot, bus stop areas and possibly field trips.  
 Ability to use common school hand tools, computer, telephone and photocopy machine.  
 Ability to transverse any part of a 10-acre campus, which would include asphalt, and sidewalks.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying: Frequently
Bending:	Occasionally	Standing: 0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling: Not required
Reaching:	Occasionally	Sitting: 0 or may sit 60 minutes a day
Handling:	Frequently	*Driving: Must have ability to get to
Crouching:	Occasionally	in-services meeting
Grasping:	Frequently	Walking: Frequently - up to 4 ½ hours a day
Fingering:	Occasionally	Push/Pull: Occasionally

\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

**FREQUENT MOTION:**

Twisting:	Not required
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching to above shoulder level:	Yes - Occasionally to put up classroom decorations
Reaching below shoulder level:	Yes - Frequently

**SENSORY REQUIREMENTS:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**THIS JOB REQUIRES:**

Alertness:	Yes
Attention to detail:	Yes
The use of two hands:	Yes
Recall of names and dates:	Yes

Ability to work in temperatures down to 40 degrees and up to 110 degrees.

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat:	Has own air conditioning/heating may break down
Odor:	Not required
Noise:	Must be able to work around "productive noise"
Humidity:	Yes, occasionally
Moisture:	Not required
Fluorescent lights:	Yes, all day long
Floor may be slippery at times:	Yes, when painting
Working in close quarters with others:	Yes, all day long
Working inside:	95% of the day
Working outside:	5% of the day

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Teamwork:	Yes
Frustration:	Medium
Repetitive tasks:	Yes
Level of responsibility:	High
Must keep up with schedule:	High
Able to work overtime as needed:	High
Dealing with angry parents, students:	Yes

**PHYSIOLOGIC FACTORS**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

**DISTRICT REQUIREMENTS:**

Valid California Elementary or Secondary teaching credential for the position  
Fingerprints on file as required by State Law  
TB Skin Test as required by State Law