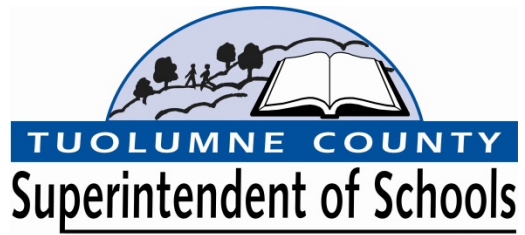


**TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE**

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000



POSITION: Independent Study Teacher

Definition:

The Purpose of the Independent Study Program is to provide a basic curriculum commensurate with that provided by the student's district of residence. Under the direction of the Assistant Superintendent this position is designed to assist in facilitating the Independent Study Program for Tuolumne County school district students. The Independent Study Teacher will be responsible for the coordination, evaluation and general supervision of each 6th through 12th grade students individualized program.

ESSENTIAL JOB TASKS

1. Conduct orientation meetings with parents and/or students.
2. Develop and monitor the master written agreement for independent study students as required by Education Code.
3. Establish and maintain a regular visitation schedule which may include home visits.
4. Assess the student's level of education and modify the curriculum as necessary to meet district/county guidelines and administer state/district mandated testes as required by the California Department of Education.
5. Assess the student's work orally or in written form.
6. Evaluate the academic progress of each unit, subject or garde level status.
7. Inform parents of activities that will enhance their tutoring techniques.
8. Maintain accurate records of student's assignments, grades, credits, and Individual written agreement.
9. Maintain for three years student's written master agreement and work records for audit trail.
10. Review monthly the status of student's master agreement with supervisor.
11. Maintain a monitoring process that will allow for up to date progress report to be provided when requested by a parent or supervisor.
12. Maintain an accurate record of each student's instruction time and submit register within seven school days following the end of the school month.
13. Submit monthly the required time sheets and mileage claim forms to supervisor.

KNOWLEDGE OF:

- Effective teaching strategies to ensure pupil learning in subjects taught.
- Curriculum, instruction, and assessment processes and how they should operate in an effective independent study program

SKILLS/ABILITIES

- Successful teaching in a public school
- Plan and teach individualized lessons for one-to-one instruction

- Effectively work with and relate to students with independent education needs
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers, and the partners
- Meet schedules and timelines
- Learn to use technology and computer software applications as appropriate to the work environment

TIME PERIOD: Position is full-time, 183 workdays

SALARY: Appropriate placement on the certificated salary schedule

QUALIFICATIONS:

- Multiple Subjects, California teaching credential, or appropriate credential
- Valid California driver's license
- Well Organized and self-motivated with background in individualized instruction

TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
is an
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER