

OPTIONS FOR YOUTH JOB DESCRIPTION

Job Title: Temp On-Call Teacher **Dept:** Academic Recovery **Work Class:** Professional
Reports To: Master Teacher or Other Designated Supervisor **FLSA Status:** Non-Exempt

GENERAL SUMMARY:

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% retention, 100% CAHSEE pass rates and all charters achieve a 9 or 10 compared to similar schools in a state wide average.

Primary responsibility is to substitute teach our students with a personalized learning plan, making adjustments to match the students' ability levels and pace of learning. Will assess students' educational needs, abilities, interests, motivation, learning styles and demonstrated achievement to implement an educational program that instills in students the knowledge and skills necessary to achieve their goals, including, but not limited to, obtaining a high school diploma.

ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWIN

- Provides direct instructional support.
- Instructs students in multiple subjects, using various teaching methods, technology and other materials.
- Follows prepared outline for course of study, following curriculum guidelines or requirements of state and school.
- Administers tests to evaluate pupil progress, assesses student work product and records results.
- Keeps attendance records and maintains student files and transcripts as needed.
- Meets with students and parents to discuss student progress and problems when appropriate.
- Participates in various teacher training workshops as assigned.
- Assists pupils in selecting course of study.
- Counsels students in adjustment and academic problems.
- Performs other administrative functions and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to communicate effectively, verbally and in writing, with students, parents, co-workers and business contacts in a courteous and professional manner.
- Strong organizational skills and attention to detail.
- Ability to work as a team player with colleagues and administrators.
- Ability to work independently and efficiently, exercising reasonable judgement, in a fast-paced, multi-task environment with minimal supervision.
- Ability to teach and delegate responsibility to students.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Proficient computer knowledge and previous experience with Microsoft software.

EDUCATION AND EXPERIENCE:

- Minimum BA degree or equivalent.
- California Teaching Certificate.
- OFY Substitute Teacher Training.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.**