

**Position:** Teacher on Special Assignment

**Salary Schedule:** Certificated

**Responsible to:** Site Principal

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**Summary:**

The following list of specific duties or functions of classroom teachers is not intended to be exhaustive of all possibilities, but rather, to outline some of the most important aspects of the job. A teacher in the Sierra Unified School District has a responsibility to:

**Essential Duties:**

- Under the direct supervision of the Site Principal, a teacher assesses the instructional level of students; instructs students in the State and/or District mandated subject areas in accordance with provisions of the California Educational Code, State Board of Education rules, and the policies of the Governing Board; evaluates students and the instructional program; continues his/her own professional growth; participates in school activities; and performs related work as required;
- Evaluates each pupil's academic and social growth; keeps appropriate records; prepares progress reports and communicates with parents on the individual pupil's progress;
- Identifies pupil needs and cooperates with school and District professional staff members in assessing and helping pupils solve health, attitude and learning problems;
- Assists in the selection and requisition of textbooks, instructional aids and instructional supplies;
- Assists in upholding and enforcing Administrative Regulations and Board Policies;
- Participates in curriculum development and/or instructional improvement programs. Maintains professional competence through participation in in-service education activities provided by the District, and/or self-selected professional growth activities;
- Responsible for the overall management and operations of the SUSD Education at Home program;
- Act as an instructional coach and resource to teachers;
- Coordinate between school sites, teachers, and families to ensure students have the opportunity to participate in all SUSD activities and events;
- Coordinate with families and teachers to develop and implement Individualized Learning Plans for each student;
- Maintain appropriate student records and business functions in coordination of program;
- Act as a resource to teachers in securing and implementing curriculum as agreed upon through the Individual Learning Plan;
- Coordinate an ongoing advertising campaign informing the surrounding communities of the program;
- Work collaboratively with staff and community to secure and maintain WASC accreditation of the program ;
- Assist in the process of developing and maintaining program goals;
- Provide ongoing reporting to the Board and direct supervisor based on established program goals;
- Facilitate program specific mandated State reporting ;
- Ensure parents and students are taking an active role in their education;
- Facilitate ongoing assessment process to ensure student mastery of state standards;
- Facilitate a tiered intervention system to assist struggling students and families;
- Develop and update a parent/student handbook to ensure students and parents are familiar with program requirements;
- Work collaboratively to develop curriculum options for parents and students to be used to develop each Individual Learning Plan;
- Collaborate with general education teachers as necessary; and
- Performs such other duties as are assigned by the administration and the Board of Trustees.

**Knowledge of:**

- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction;
- IDEA Law & Services;
- Use of integrated technology;
- Current research in Individualized Learning;
- Know SEL needs of students in distance learning environments;
- Classroom procedures and appropriate student conduct;
- Child guidance principles and practices;
- Appropriate interventions for problems and concerns of students;
- Behavior management techniques;
- Interpersonal skills using tact, patience, and courtesy;
- Applicable sections of the State Education Code and other applicable laws;
- Emergency first aid and CPR (cardiopulmonary resuscitation); and
- Proper lifting techniques.

**Ability to:**

- Understand and relate to children;
- Operate and demonstrate the use of educational materials and equipment;
- Monitor and evaluate student progress;
- Train and provide work direction to others;
- Establish and maintain cooperative and effective working relationships with others;
- Maintain records and prepare reports;
- Maintain current knowledge of rules, regulations, requirements, and restrictions related to classroom teachers;
- Analyze situations accurately and adopt an effective course of action; and
- Work independently and collaboratively, with little direction.

**Physical Requirements:**

- Continuous use of hand-eye coordination and manipulation of large and small objects;
- Frequent standing, walking, and sitting;
- Frequent lifting of objects weighing up to ten (10) pounds;
- Occasional bending, twisting, reaching, and stretching; and
- Occasional climbing, kneeling, crouching, and squatting.

**Education / Credential(s) and/or Other Licensure(s):**

- B.A. Degree;
- Appropriate credential authorizing service at K - 12 levels; and
- Previous successful teaching experience required.

**Working Conditions:**

- Occasional exposure to blood-borne pathogens and body fluids for injured or ill students;
- Rare exposure to toxic chemicals (cleaning supplies, etc.);
- Rare exposure to volatile situations involving students and/or parents;
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner; and
- School environment; subject to frequent interruptions.

Job Description: Teacher on Special Assignment - SUSD Education @ Home  
Adopted: June 15, 2020

SIERRA UNIFIED SCHOOL DISTRICT  
Prather, California