

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**TEACHER - CAPISTRANO HOME OUTREACH OPTION FOR STUDENT EDUCATION
(CHOOSE)**

DEFINITION

Under direction, provide an instructional support system for families enrolled in an independent-study home school program. Assistance is given to non-credentialed adults in presenting individualized instruction outside the regular classroom setting. Students and parents enrolled in the program are involved in a systematic, organized educational program that consistently meets state requirements for accountability in independent study as it pertains to curriculum, attendance, contacts, and daily time requirements.

EXAMPLES OF DUTIES

- Interview parents for enrollment eligibility.
- Act as a liaison between parents, students, and the school district.
- Supervise students' educational programs through regular contact, parent-teacher conferences, and possible home visitation.
- Counsel and provide guidance to parents and students regarding educational objectives and management of the learning environment.
- Evaluate and select curriculum materials and place students at the appropriate instructional level.
- Devise plans for individualizing the curriculum and instruction of students and document student progress.
- Coordinate the testing of all students using diagnostic and standardized instruments to assess educational performance.
- Assist parents with daily/weekly program planning.
- Prepare written reports to parents.
- Provide individual tutoring and small group activities for students and/or parents.
- Participate in the organization, development, and implementation of program events.
- Write letters, tests, memos, and curriculum materials.

QUALIFICATIONS

Knowledge of:

Rules, regulations, and procedures of independent study with particular emphasis on K-6 applications; trends and practices in assessment; standard record-keeping methods; curricular, instructional, and behavioral strategies; behavioral principles and positive reinforcement.

Ability to:

Plan, direct, and coordinate independent study education programs; supervise an instructional aide; analyze problems, develop solutions, and make effective decisions; establish and maintain effective public and community relations; maintain cooperative relationships with lay and professional individuals and groups; understand and carry out oral and written instructions; understand and communicate in the English language both in oral and written form; operate a personal computer, copy machine, fax machine, and printer; develop and present parent training courses for K-6 curriculum; administer, interpret, and grade tests; maintain student records; organize and complete tasks in a timely manner; develop curriculum, tests, and maintain accurate records; interpret test results; teach students and parents; interact with parents, volunteers, students, school district representatives, staff and supervisor; make independent decisions to respond to parent and student needs within state law and department guidelines; meet accuracy and productivity requirements. Comply with the District's customer service standards, as outlined in Board Policy.

Education:

Possess a baccalaureate or higher degree with emphasis in elementary education, instructional technology, or subject matter fields commonly taught in elementary grade levels, plus 30 semester units of upper division or graduate level coursework earned after receipt of Bachelor's degree.

Certification Requirement

Possess appropriate California credential authorizing service in specific subject area/grade level.