

OAK PARK UNIFIED SCHOOL DISTRICT

OAK PARK INDEPENDENT SCHOOL VIRTUAL DK-12 TEACHER

DEFINITION

Under the supervision of the Principal, support and guide students in meeting their educational goals and ensure that they are successful in a DK-12 Virtual Independent Study environment. Meet with students in a virtual environment to support the student's academic, social, behavioral needs, and other related skills to facilitate adequate progress utilizing current California state standards. Responsible for answering educational questions posed by students and families, performing research, and consulting with the Principal as needed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly associated with teaching and instruction of primary grade age pupils. Responsible and directly related teaching and instruction experience is required to provide instruction to early childhood educational experiences to high school aged. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to provide individualized instruction to students with a wide range of learning needs. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions. This position classification performs light work that involves sitting for prolonged periods of the time, but also requires walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects, and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

- ❑ Teaches and instructs pupils in reading, language arts, social studies, mathematics, science, art, health, physical education, and arts in a virtual setting.
- ❑ Utilizes an adopted course of study, program guides and a variety of other materials in developing lesson planning and in the development of teaching outlines.
- ❑ Pursues a variety of methodologies in teaching and instructing pupils, including instruction, demonstration, lecture, activity participation and using specialized educational equipment, materials and aids.
- ❑ Teaches and instructs pupils in citizenship and other subject matter specified by legal mandates, District policies and regulations.
- ❑ Prepares, develops and utilizes a variety of instructional materials appropriate for the instructional level of pupils within a wide range of mental, physical and emotional maturity.
- ❑ Reviews, analyzes, and evaluates the history, background, and assessment of pupils in designing an educational program to meet specific individual needs.
- ❑ Provides individual and group instruction designed to enhance the pupils' mental, social and emotional growth.

- ❑ Establishes and maintains appropriate standards of student behavior utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement, and other positive behavior shaping processes.
- ❑ Reviews, analyzes and evaluates the academic and social growth of pupils, and records appropriate analyses and perceptions.
- ❑ Prepares progress reports to parents and others concerning pupil academic and social growth.
- ❑ Prepares, administers, scores and records the results of a variety of criterion referenced and standardized tests in evaluating pupil progress.
- ❑ Counsels, confers, and communicates with parents regarding pupil progress, and interpretation of the educational program.
- ❑ Assists and cooperates with school and District personnel in assessing pupil needs, in the development of alternative solutions to individual educational planning and in the adapting of curriculum offerings to meet individual educational needs.
- ❑ Selects and requisitions appropriate educational supplies, materials, books, equipment and learning aids with the approval of the site Principal.
- ❑ Establishes and maintains a suitable online environment through Zoom, Google Meets and/or other district assigned platforms.
- ❑ Effectively use computer technology, email, internet and other technology.
- ❑ Performs non-instructional duties, including curriculum and instruction development, student supervision and advisory and consultation activities (when needed).
- ❑ Conducts a variety of learning experiences to effectively utilize time available for instruction.
- ❑ Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- ❑ Administer, assess and provide feedback on summative and formative assessments.
- ❑ Other duties assigned.

QUALIFICATIONS

Knowledge of:

Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of elementary grade and secondary pupils;

EXPERIENCE AND EDUCATION

Experience:

Successful completion of student teaching in recognized college or university, or two years of part-time or full time elementary classroom teaching experience. Including time in a primary grade teaching assignment or independent setting.

Education:

Possession of a Baccalaureate or higher degree with emphasis in elementary or early childhood education, and subject areas commonly taught in the elementary grades, or single subject secondary areas.

Certification Requirement

A current teaching credential; single subject or multiple subject