



## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE:** Home- Based Program Teacher– BASIC JOB SPECIFICATIONS

**WORK YEAR:** 185 Days

**REPORTS TO:** Principal

### **EDUCATION AND EXPERIENCE:**

- Valid California Teaching Credential authorizing service at the proper grade level, subject area with English Learner Certification, and/or Board Waiver

### **PRIMARY FUNCTION:**

Provide support to K-12th grade students and/or their parents/guardians in all required subject areas. The Home-Based Program Teacher supports students and/or parents while the parent is the primary teacher or the teacher monitors student learning and academic progress. The Home-Based teacher will assist parents in working with their child to attain intellectual achievement and emotional maturity through the appropriate use of District curriculum and resources. Instruction may be based away from the school and/or in a school resource center/lab. The teacher must also maintain accurate student files and attendance records.

### **AREAS OF RESPONSIBILITY:**

- Learning environments may be remote/distance learning or in-person
- Personalize student learning using District adopted curriculum, programs and supplemental resources, as needed
- Work cooperatively with students and parents to create a cohesive education plan
- Communicate regularly with parents
- Meet (in-person or remotely) regularly with students and/or parents (frequency determined by student and program needs)
- Provide advice and guidance to parents and students on how to reach educational goals
- Assesses, monitor, document, review data and report student performance, including district assessments
- Develop an online hub with curriculum, links, and course syllabus for every class, and ensuring material meets state and regulatory standards
- Plan lessons and assignments; provide a weekly assignment sheet to parents and students
- Meet with and guide in-person or remote, small group assessments, assignments and/or discussions surrounding curriculum, SEL and/or current topics, as needed
- Administer and assign a grade/score to assessments and assignments; retaining a copy for a portfolio record
- Provide grades/marks on progress reports, report cards (frequency determined by student and program needs)
- Plan and implement experiences including field trips to further explore specific subjects

- Stay up to date on new technologies, current teaching methodologies, and able to use technology effectively in the classroom
- Plan, develop, and utilize a variety of instructional methodology, materials and aids appropriate to the intellectual and instructional level of students from varied socioeconomic and cultural backgrounds, and who possess a range of mental and emotional maturity
- Develop teaching methods and instructional materials appropriate to the needs of the students while incorporating California Teaching Standards
- Communicate with Alternative Education Administration, staff, District Office Personnel, parents, and students regarding student progress and needs
- Demonstrate knowledge, skill, and ability to provide instruction in a virtual/remote classroom
- Design and plan the student learning experience, communicate learning expectations, and manage students' learning experience
- Monitor pupils as they learn the skills necessary to achieve performance standards established by the Board of Education
- Responds to student and/or parent inquiries in a timely manner.
- Provide resources for parents and pupils in citizenship, in basic communication and computation skills, and in other elements of the course of study as specified by law and school district policy or directives
- Identify pupil needs, plan a program of study around those needs utilizing other members of the staff as necessary to provide pupils with a maximum opportunity for achievement
- May work with the same group of students for several years, providing progressive education, they may work with different groups each year, or may work on specific subject areas providing a more focused level instruction.
- Assist in the identification, selection and adoption of textbooks and other instructional material as needed
- Maintain professional competence through participation in District inservice activities and other approved courses of training
- Participate cooperatively with management in the evaluation system through which each teacher is evaluated in conformance with the District's and State's guidelines for performance assessment
- Participates in scheduled planning sessions with school staff and administrator
- Plan and coordinate work of assigned paraprofessionals
- Enforce school rules, administration regulations and Board of Education policies
- Serve as sponsors of student activities and serve on faculty committees
- Perform other duties related to the basic assignment
- Adhere to the Code of Ethics of the teaching profession as described in the California Administrative Code, Title V, Education. Sections 5480, 5485, adopted by the State Board of Education April 10, 1970

#### **Ability to:**

- Work independently with little direction
- Maintain professional and positive relationships with students, parents/families, colleagues, administration, and district personnel
- Communicate clearly and professionally with students and parents
- Operate a computer and job related equipment

- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable technology, online programs/supports/resources, curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Adapt plans to meet differentiated needs of students

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations