

YKSD JOB DESCRIPTION



JOB TITLE: Homeschool Advisory Teacher	
SUPERVISOR: Director of Distance Education	CLASSIFICATION: Certified (MYEA)
DAYS/MONTHS 190 Days	

GENERAL RESPONSIBILITIES

Teacher works directly with parents and students to design and implement quality educational programs to best meet the needs of homeschool students in compliance with district policy and state regulations. Position requires comprehensive knowledge of curriculum across content areas, learning styles and educational needs of students. Teacher will serve as a program consultant within content areas and highly qualified. Attention to detail and organizational skills are essential. Public relation skills, ability to prioritize job demands and be a team player is necessary.

DUTIES & EXPECTATIONS

Domain 1: Planning and Preparation

- Demonstrates Knowledge of Content and Pedagogy
- Demonstrates Knowledge of Students
- Demonstrates Knowledge of Resources

Domain 2: Classroom Environment

- Creates an Environment of Respect and Rapport
- Establishes a Culture for Learning
- Organizes Physical Space

Domain 3: Instruction

- Engaging Parents & Students in Learning
- Using Assessments in Instruction
- Demonstrates Flexibility and Responsiveness

Domain 4: Professional Responsibilities

- Maintains Accurate Records
- Communicates with Families
- Demonstrates Professionalism

EQUIPMENT USED

Computer, printer, copy machine, SmartBoard, video-conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

INDEPENDENT DECISIONS

Independent decision-making expected, verifying course of action with supervising building principal or district administrator as needed, based on School Board policy, district and/or building rules.

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PRIMARY WORKING CONTACTS

Certified and classified staff in the building, building administrators, parents, and students.

SUPERVISION RECEIVED AND EXERCISED

The teacher is supervised by the building principal/administrator. The teacher is responsible for the safety and supervision of all students assigned.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations.

EVALUATION

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

PHYSICAL AND MENTAL DEMANDS

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 40lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

QUALIFICATIONS

Education –Bachelors degree required (minimum)

Certification - Alaska Type T teaching certificate

Experience - Minimum of three years teaching experience. Homeschool experience preferred.

Knowledge, Skill & Abilities

- Must meet all state and federal requirements
- Fluent written and verbal communication skills
- Fluent technology skills
- Maintain exceptional people skill, and a welcoming, clean and orderly office environment
- Be knowledgeable and comply with state regulations regarding state-wide correspondence schools
- Comply with state and federal laws regarding instruction and supervision of children by certified employees
- Research, present, recommend curriculum for parent/program use
- Ensure that families select curriculum aligned to state and district standards
- Monitor and help maintain student grade/evaluations/records and schoolwork
- Work as a team with all teaching staff, administrative assistant and family representative to provide workshops/activities for students and parents for all students