

Forest Charter School

Supervising Teacher Job Description

Minimum Qualifications:

Must hold a current California teaching credential and CTEL certification (or the equivalent certification to work with ELL students).

Summary of Position:

The Supervising Teacher supports and guides students and parents in all aspects of their student's education, and ultimately helps families build strategies to be successful in a personalized learning program; further, the Supervising Teacher takes on additional duties at the school in order to help foster the Forest Charter School community.

Personalized Learning:

Curriculum/Program Options

- Knowledgeable regarding curriculum options and aims to prepare students for career and/or college readiness by creating a rigorous, challenging course of study.
- Develops a personalized learning plan for each student that is age appropriate and developmentally sensitive (Options include but are not limited to the following: Block Classes, community college, CTE & Work Experience, Community Classes/Vendors, Independent Study Options, Online Classes, Field Trips).

Student Support

- Meets with students as needed but no less than once every learning period
- Utilizes online progress monitoring tools to regularly assess student work and progress.
- Uses an assessment or evaluation (including ST/student interview) of students' intelligence/learning style/learning preferences to determine the best fit for curriculum, program options, or assessments.
- Refers students not progressing in academics or with attendance issues to administration, SST process, or another appropriate group in a timely manner.
- Monitors and assesses student progress each learning period in all classes including but not limited to block class, online, community college, etc.
- Communicates with instructors/aides regarding student's needs (e.g. IEP, 504, health, other).
- Trains student in using online access to grades and assignments.
- Teaches students organizational strategies, such as time management, and how to break down larger assignments.
- Facilitates and manages student Instructional Budgets.
- Communicates and supports students in completing 8th grade and/or high school graduation requirements.
- Supports students with state test preparation.
- Communicates all important school/learning events or opportunities (e.g. State testing, field trips, etc.).

- Provides student with grade appropriate and class appropriate curriculum.
- Spends additional time principally directed toward supporting unduplicated students.

Family Support

- Builds a rapport of trust and teamwork with families.
- Provides training to families to foster a successful transition to a personalized learning program (e.g. training in academic, behavioral, organizational, etc.).
- Uses a learning styles assessment to determine best fit for curriculum and program options.
- Disseminates school wide information to families in a timely manner.

Vendors (Community Providers)

The Supervising (ST) may use outside sources, (e.g. Community Providers or Vendors), to support and enrich the content

- The ST has the sole responsibility to issue grades and credits
- The ST is responsible to make sure that the content of the course meets all school and state requirements
- The ST is responsible for overseeing and monitoring the student's academic progress and results in the class/course.
- The ST cannot outsource the oversight of instruction or instructional content, nor abdicate oversight responsibility to another entity/person (i.e. Community Provider or Vendor) for monitoring and reviewing educational progress as well as attendance, assignments, grades, and credits.

Special Education:

- Refers students to an IEP after utilizing interventions and the SST process.
- Attends to the needs to special education students.
- Participates in all necessary IEP meetings.
- Ensures that all teachers/tutors know of IEP/504 goals and accommodations.
- Works toward IEP goals as appropriate.
- Monitors student progress toward IEP goals as appropriate.
- Provides IEP staff with student progress reports as requested.

Cooperative Supervising Teacher – if applicable:

(Cooperative Duties are in addition to ST duties)

- ST provides instruction in a class setting for less than 80% of an instructional week as agreed upon with FCS administration.
- Collaborates with parents to provide independent study assignments.
- Develops and maintains alignment with the mission of the cooperative.

Paperwork & Administrative Duties

Communication

- Checks e-mail, texts messages, phone messages and other communications on a daily basis, and returns the communication within one business day.

Attendance and Work Summary Report:

- Meets face to face with parents and students to record learning/progress based on information collected each learning period.
- Work Summary Report and attendance are turned into the office by the due date.

Portfolios:

- Collects samples of student work at Learning Period meetings for each class listed on the Master Agreement.
- Portfolios are assembled following the required school format.
- Portfolios are turned in on or before the due date.

Purchase Orders & Set-Ups:

- Verifies and communicates to the family availability of budget funds
- Communicates to the family that the use falls within budget guidelines
- Completes all required purchase order and/or class set up forms and follows all procedures articulated by the business office in a timely manner
- Verifies that the set up and the instructor has been approved (interview, fingerprinting, etc.) before student begins instruction

Materials

- Regularly monitors school materials that are checked out to students
- Helps facilitate material collection at the end of each school year or as requested by the administration

High School Graduation

- Maintains a four year plan for each high school student by tracking and planning classes and credits
- Completes all graduation paperwork by the due dates

State Testing

- Provides needed information/data to test coordinator in a timely manner for all required state assessments

Policy Awareness

- Knowledgeable of and implements all school policies and procedures
- Communicates pertinent policies to families

Forest Charter School Community

Professional Development

- Sets annual professional goals as part of the annual review process
- Attends ongoing professional development opportunities to support professional annual goals

School Contributions

- Contributes to fostering the Forest Charter School community (Contributions go beyond typical ST duties and may include, but are not limited to the following: committees, chaperoning dances, field trips, community service opportunities, supervision, etc.)
- Participates in high school graduation ceremony
- Participates in the testing administration of all required state assessment testing as well as any local assessments
- Attends all staff meetings and mandatory in-services

Technology

- Utilizes current student information system
- Proficient in technology (Computer, Industry standard programs, and internet)
- Utilizes technology to enhance instruction

Student Study Team (SST)

- Participates in the SST process both for their own students and when needed as a member of the team to support other Supervising Teachers' students

Other Duties as Assigned

Essential Skills

- Trouble Shooting
- Organization
- Flexibility
- Creativity
- Ability to personalize an education program
- Communication

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs./Carry 25 lbs.