



# RIALTO UNIFIED SCHOOL DISTRICT

## INDEPENDENT STUDY TEACHER (4<sup>th</sup> – 8<sup>th</sup>)

### **DEFINITION**

Under the supervision and direction of the Agent: Child Welfare and Attendance. The independent study teacher provides an individualized program of instruction through Independent Study in all academic areas students in 4<sup>th</sup> – 8<sup>th</sup> grade and other duties as assigned.

### **ESSENTIAL DUTIES**

- Works with the Agent: Child Welfare and Attendance in planning and implementing an individualized academic program for each student enrolled in the Independent Study program.
- Prepares and teaches individualized course work, which meets the requirements in the areas of Math, English, Reading, Social Studies, Science, and other subjects consistent with a personalized educational plan.
- Determines instructional materials designed to achieve instructional goals and behavioral objectives.
- Selects books appropriate to the interest and maturity levels of pupils.
- Ascertains the achievement level of each student through testing, investigation of previous records, professional opinion, and/or any other methods deemed necessary.
- Evaluates each pupil's progress in courses and prepares progress reports.
- Promotes and encourages a positive attitude towards school on the part of the student.
- Maintains professional competence through participation in in-service education activities provided by the district and/or in self-selected professional growth activities.
- Knowledge of and familiarity with Rialto Unified School District's programs.
- Other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- School policies and procedures, which govern the Board, program, outcomes, and curriculum.
- California State curriculum frameworks as well as effective teaching strategies that ensure student's learning in required subjects with focus on what is most successful in the independent study setting.
- Student learning styles, inventory techniques and organizational skills.
- Effective teaching strategies to ensure pupil learning in subjects taught.
- Applicable sections of State Education Code and other State publications that apply, such as curriculum frameworks and testing procedures and protocols.
- Curriculum, instruction, and assessment processes and how they should operate in an effective independent study program.
- Technology and computer software applications relative to instruction and administration.
- Social resources including but not limited to material resources, learning centers and vendor course instruction.

#### Ability to:

- Plan and teach individualized lessons for one-to-one instruction
- Understand, accept and work individual differences in students and parent(s)/guardian(s)
- Effectively work with and relate to students with independent education needs and their parent(s)/guardian(s)
- Establish and maintain cooperative relationships with students, parent(s)/guardian(s), all school staff, vendors, and the public
- Communicate effectively in the English language both orally and in writing
- Meet required schedules and timelines
- Maintain detailed records and student folders
- Be highly organized
- Work independently
- Analyze situations accurately and adopt and appropriate and effective course of action
- Learn and use technology and computer software applications efficiently as appropriate to the work environment

- Use tact, patience, and courtesy when dealing with all people
- Use positive professional demeanor as well as initiative and judgment while discussing problems with students, parent(s)/guardian(s), staff and the public involving student portfolios, information or performance, school policies or practices while maintaining appropriate confidentiality
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Maintain a positive professional demeanor and appropriate confidentiality at all times

**EXPERIENCE AND EDUCATION**

1. Minimum of three (3) years of public teaching experience;
2. Possession of a valid California Elementary or Secondary teaching credential.
3. Proof of EL authorization

**PHYSICAL CLASS:**

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**WORK AREA REQUIREMENTS:**

Regular classroom, parking lot, bus stop areas and possibly field trips.  
 Ability to use common school hand tools, computer, telephone and photocopy machine.  
 Ability to transverse any part of a 10 acre campus which would include asphalt, and sidewalks.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:  
 Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	*Driving:	Must have ability to get to in-services meeting
Crouching:	Occasionally	Walking:	Frequently - up to 4 ½ hours a day
Grasping:	Frequently	Push/Pull:	Occasionally
Fingering:	Occasionally		

\*Possession of a current California Driver’s license, a DMV printout and the ability to be covered by the company auto insurance is required.

**FREQUENT MOTION:**

Twisting:	Not required
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching to above shoulder level:	Yes - Occasionally to put up classroom decorations
Reaching below shoulder level:	Yes - Frequently

**SENSORY REQUIREMENTS:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**THIS JOB REQUIRES:**

Alertness: Yes  
Attention to detail: Yes  
The use of two hands: Yes  
Recall of names and dates: Yes  
Ability to work in temperatures down to 40 degrees and up to 110 degrees.

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat: Has own air conditioning/heating may break down  
Odor: Not required  
Noise: Must be able to work around “productive noise”  
Humidity: Yes, occasionally  
Moisture: Not required  
Fluorescent lights: Yes, all day long  
Slippery Floor: Yes, at times, when painting  
Working inside: 95% of the day  
Working outside: 5% of the day  
Working in close quarters with others: Yes, all day long

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work: Yes  
Frustration: Medium  
Repetitive tasks: Yes  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work overtime as needed: High  
Dealing with angry parents, students: Yes

**PHYSIOLOGIC FACTORS**

Must maintain a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes

**DISTRICT REQUIREMENTS:**

Valid California Elementary or Secondary teaching credential for the position  
Fingerprints on file as required by State Law  
TB Skin Test as required by State Law

Isl: 04/09/24

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**