

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**TEACHER – VALLEY OAKS CHARTER SCHOOL (VOCS)
High School Single Subject – Spanish**

Certificated Job Description

IMMEDIATE SUPERVISOR:

School Principal

DEFINITION:

Under the direction of the site administrators, the Teacher will provide instruction to students served in the Valley Oaks Charter School (VOCS) in an independent study setting. VOCS is a public charter school operated by the Kern County Superintendent of Schools.

ESSENTIAL FUNCTIONS:

1. Each teacher is assigned a case load of students (approximately 25 students) and will make regular contact with the students and parents on a schedule predetermined by the teacher.
2. Tutor students in areas where they need additional help or the parent requests assistance.
3. Assist the parents to determine appropriate learning modalities for each of their children.
4. Assess the level of student achievement on a regular basis.
5. Find and/or develop materials that are appropriate to the instructional level of each student.
6. Advise parents on issues that affect the learning environment at home such as scheduling, study space, family dynamics, etc.
7. Develop grade appropriate learning packets for students.
8. Plan and teach academic core subject classes.
9. Plan and advise field trips.
10. Develop curriculum materials to accompany field trips.
11. Plan and assess lessons completed by each student.
12. Maintain accurate up-to-date attendance records.
13. High School teachers conduct traditional classes/labs one to two days per week.
14. Accept adjunct duties.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Familiarity with a wide range of content areas and grade levels.
2. Excellent one-on-one interpersonal skills.
3. Effective classroom management skills.
4. Willingness to travel to other VOCS' sites.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to work closely with a team of teachers.
2. Willingness to assist with office/school needs as they arise.
3. Ability to collaborate with and support parents.
4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Valid California Teaching Credential required. Area of authorization required is based on assignment.

B. Experience:

1. Teaching experience is highly desirable.
2. Bilingual (Spanish/English) skills desirable.
3. Alternative education experience desirable.