

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

**TEACHER – VALLEY OAKS CHARTER SCHOOL (VOCS)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Program Director/Coordinator

**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 (typically 24-30) and meets with the students and parents on a schedule predetermined by the teacher. High school students report in every week and elementary and middle school report in every two weeks.
2. Tutor students in areas where they need additional help or the parent requests assistance.
3. Assist 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 enrichment classes for elementary and middle school children.
9. Plan and supervise 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 day per week. Take on office/school related tasks as assigned. (Examples: Webster, library, newsletter, or bookroom).

**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. 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.
5. 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. 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. Teachers at VOCS must have the same credential that a teacher at any public school would hold.
2. Must hold or be eligible for a valid California Special Education teaching credential.
3. Must hold or be willing to complete requirements for a Resource Specialist Authorization.

B. Experience:

1. Teaching experience in both regular and special education desirable.
2. Bilingual (Spanish/English) skills desirable.
3. Alternative education experience desirable.
4. Successful experience working with at-risk youth preferred.

TS: gs  
7/11/16

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