



**RESOURCE TEACHER
(Valley Oaks Charter School)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Program Director/Coordinator

DEFINITION:

Valley Oaks Charter School is a public school chartered by the Kern County Superintendent of Schools and is associated with the Kern County Museum and California Living Museum. The school serves students and families who have made the choice to homeschool. Legally, the students are considered independent study students and follow all of the guidelines set out for independent study students.

As a teacher at Valley Oaks Charter School (VOCS) you are an employee of the Kern County Superintendent of Schools Office. Requirements of the personnel office apply to VOCS teachers. Salary schedules and salary advancement are defined by KCSOS.

ESSENTIAL FUNCTIONS:

1. Each teacher is assigned a case load of students (typically 24-30) and meet 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. Tutors students in areas where they need additional help or the parent requests assistance.
3. Assists parents to determine appropriate learning modalities for each of their children.
4. Assesses the level of student achievement on a regular basis.
5. Finds and/or develops materials that are appropriate to the instructional level of each student.
6. Advises parents on issues that effect the learning environment at home such as scheduling, study space, family dynamics, etc.
7. Develops grade appropriate learning packets for students.
8. Plans and teaches enrichment classes for elementary and middle school children.
9. Plans and supervises field trips.
10. Develops curriculum materials to accompany field trips.
11. Plans and assesses lessons completed by each student.
12. Maintains accurate up-to-date attendance records.
13. High School teachers conduct traditional classes/labs one day per week.

14. Takes 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.

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.

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