

# Forest Charter School

## Supervising Teacher Job Description

### **Minimum Qualifications:**

**Supervising Teachers** hold a current California teaching credential and CTET certification (or the equivalent certification to work with English Learner students).

### **Summary of Position:**

The Supervising Teacher supports and guides students, parents, and guardians 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
- Aims to prepare students for career and/or college readiness by creating a rigorous, challenging course of study
- Develops a personalized learning plan, including curriculum and assignments, 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
- Meets with new families weekly until the family has demonstrated that they can succeed without weekly support
- Provides required synchronous instructions and live interaction opportunities and records and documents student participation in accordance with state laws
- Utilizes benchmark assessments 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 students and parents in using online access to grades and assignments.
- Teaches students organizational strategies, such as time management, and how to break down large assignments
- Facilitates and manages student Instructional Budgets
- Communicates and supports students in completing 8<sup>th</sup> 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 students with curriculum appropriate for their grade level and ability
- Spends additional time principally directed toward supporting unduplicated students (i.e. Students who are English Learners, socio-economically disadvantaged, or foster youth)

#### *Graduation Support - High School and 8th Grade*

- Knowledgeable of FCS' grad requirements
- Knowledgeable of a-g requirements
- Supports students in meeting graduation requirements
- Knowledgeable of 8th grade promotion requirements
- Correct placement of students in classes based on abilities and goals
- 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

#### *Assessments - State and Benchmark*

- Ensures that families participate in the required assessments by educating families about the importance and benefits of mandated state testing and school benchmark assessments
- Provides and encourages test prep (e.g. i-Ready, interim assessments, or other materials)

- Provides needed information (e.g. testing accommodations) /data to test coordinator in a timely manner for all required state assessments
- Is knowledgeable about and uses school intervention curriculum

#### *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.)
- Considers each student's learning style when selecting curriculum and program options
- Disseminates school wide information to families in a timely manner
- Knowledgeable of FCS Master Agreement and the Acknowledgement of Responsibilities and able to explain these requirements to families

#### *Vendors (Community Providers)*

- May use outside sources, (e.g. Community Providers or Vendors), to support and enrich the student's education
- Responsible for issuing grades and credits except for online classes under our Online Course Provider Policy or community college classes (i.e. academic enrichment classes)
- Does not (is not allowed to) 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
- Ensures that the content of the course meets all school and state requirements
- Responsible for overseeing and monitoring each student's academic progress and results in the class/course

#### *Special Education*

- Refers students to an IEP after utilizing interventions and the SST process
- Attends to the needs of Special Education students and complies with all accommodations and modifications in the IEP
- Participates in all necessary IEP meetings
- Ensures that all teachers (including online teachers)/tutors know of IEP/504 modifications 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)*

- 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
- Collaborates with the other co-op teachers at their learning center

#### **Paperwork & Administrative Duties:**

##### *Communication*

- Checks email, 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 submitted to the office by the due date

##### *Required Forms*

- Follow up with families to ensure all required forms are submitted in a timely fashion

##### *Portfolios*

- Collects samples of student work at Learning Period meetings for each class listed on the Master Agreement
- Portfolios are submitted on or before the due date
- Be prepared to explain samples should the auditor have questions

##### *Purchase Orders & Set-Ups*

- Verifies and communicates to the family availability of budget funds
- Communicates budget guidelines to families
- 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 setup is accurate and approved 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

### *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 growth

### *Required Trainings*

- Completes all required trainings by the due date

### *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, orientations, information nights, tours, promotions, etc.)
- Participates in high school graduation ceremony (e.g. helps with set up and breakdown, makes a short speech for each graduate, etc.)
- Participates in the administration of all required state assessments as well as any local benchmark assessments/diagnostics
- 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

**Other duties as assigned:**

*Essential Skills*

- Troubleshooting
- Teamwork
- Passion for education and working with children
- Organization
- Flexibility
- Creativity
- Ability to personalize an education program
- Effective time management
- Communication

*Physical Demands*

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