

# SAN JOSE CONSERVATION CORPS +CHARTER SCHOOL

## Career Opportunity:

### Independent Studies Teacher

San Jose Conservation Corps & Charter School

San Jose, CA

**POSITION TITLE:** Independent Studies Teacher  
**REPORTS TO:** Principal  
**DEPARTMENT:** Charter School  
**DURATION:** Part time to start; possible Full-time

**POSTING DATE:**  
**10/21/2019** **Open until filled**

### Job Description and Hiring Process

#### POSITION OVERVIEW:

The independent studies teacher is responsible for providing instruction to students on a one-to-one basis in one or more of the following areas: English, physical and life sciences, mathematics, and social sciences, as well as the elective courses required for graduation from the San Jose Conservation Corps Charter School (SJCCCS).

The independent studies teacher will employ curriculum through the Edgenuity online platform utilized at SJCCCS, ensuring that students make adequate progress and receive any additional supports and instruction that is necessary to meet the requirements of the course. The independent studies teacher meets regularly with students and works collaboratively with SJCCCS support staff to ensure students receive additional support services they need to be successful; performs related duties as assigned.

#### The ideal candidate would:

- Be a passionate educator who is not afraid to roll up their sleeves in a non-traditional setting and facilitate both academic and real-world skill-building.
- Be comfortable with managing students with diverse learning needs, from high academic performers to youth with academic gaps and/or special needs.
- Be comfortable teaching from and monitoring online learning curricula.

#### Duties and Responsibilities:

The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific duty does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Maintains accurate student files aligned with state audit guidelines.
- Plans instructional supports that meet SJCCCS educational goals and objectives.
- Analyzes learning capacities of students and personalizes a program of study that meets their individual need and abilities.
- Meets regularly with students to ensure academic integrity as well as fidelity to SJCCCS policies related to the online system, Edgenuity.

- Develops instructional aides when necessary that reflect accommodation for individual student differences; shows written evidence of preparation as required.
- Maintains relationships with students that encourage learning and shows an interest in students' development.
- Assists in the development of responsible and ethical values, academic integrity, and basic communication skills and other general elements of the course of study common to all teachers, as specified by state law.
- Evaluates students' progress and accomplishments on a regular basis and provides progress reports as required.
- Confers with colleagues, students and parents regarding student progress as needed.
- Identifies students' needs and works with administration in assessing and helping students solve health, behavioral, and learning problems.
- Maintains accurate, complete and correct records as required by law, SJCCCS policy and administrative procedures; performs basic attendance and accounting and other necessary reporting functions; complies, maintains and files required student reports, records, files and documents, submits all grading to the school registrar.
- Establishes and maintains open lines of communication with students and parents; maintains positive relationships through school events, telephone conversations, and written communication.
- Maintains professional relationships with students, parents, faculty and administration and follow ethics of the teaching profession; presents as a positive role model for students.
- Attends staff meetings and in-service trainings as required.
- Performs other related duties as assigned.

#### **Qualifications/Skills:**

- Knowledge of content, curriculum, methods, materials for assigned instructional areas.
- Procedures and practices of classroom safety.
- Administrative practices and procedures, including record keeping and filing practices and procedures.
- Basic research techniques, methods and procedures.
- Knowledge of applicable state regulations, particularly around independent studies.

#### **Ability to:**

- Teach through a virtual learning platform based on state and SJCCCS course of study and the needs and abilities of students.
- Build positive and supportive relationships with students, particularly adult learners.
- Apply current research and theory to established courses of instruction.
- Plan, develop, implement, monitor, supervise, and oversee the daily activities and operations of an independent study program.
- Implement developmentally appropriate curriculum, standards based lessons and instructional strategies to meet the needs of linguistically and culturally diverse students.
- Create and maintain a safe and orderly learning environment.
- Organize, set priorities and exercise sound judgment within areas of responsibility.
- Organize and maintain confidential student records and files.
- Communicate clearly and effectively orally and in writing.
- Understand and follow written and oral instructions.
- Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
- Establish and maintain effective working relationships with administration, faculty, staff, students, parents and others encountered in the course of work.

**Required Education/Experience**

- Completion of a single subject or multiple subject\* (preferred) teacher preparation program.
- Three (3) years of progressively responsible teaching experience in an alternative high school setting preferred.
- BCLAD or CLAD authorization.

**SALARY AND BENEFITS:** commensurate with experience and expertise.

Benefits include health, dental, and vision insurance; Lifelong Term Disability and AD&D ; CalSTRS, life insurance, subsidized annual EcoPass.

**Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

**Working Conditions:**

There are usual office working conditions. The noise level in the work environment is typical of most office environments. Travel and evening and weekend hours are necessary to attend monthly Board of Education meetings, other meetings, and public relations events.

**To Apply:****Hiring Process**

The position is open until filled. If you are an excellent fit for this position, please apply on Edjoin and submit the required documentation:

**Contact:**

Janeth Beltran  
Human Resources Manager  
San Jose Conservation Corps & Charter School  
1534 Berger Drive  
San Jose, CA 95112  
[ibeltran@sjcccs.org](mailto:ibeltran@sjcccs.org)  
Direct line: 408-459-6514

**Who We Are**

The San Jose Conservation Corps + Charter School is a non-profit organization that provides youth with a quality high school education and teaches valuable work and life skills that empower them to become responsible, productive, and caring citizens. Founded in 1987, the SJCC has provided more than 20,000 opportunity youth, primarily young men and women of color, with academic education, paid job training, and development of basic skills that prepare them for living wage jobs and to excel in their future and careers.

For more information, please visit our website: [sjcccs.org](http://sjcccs.org)

As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We encourage all qualified candidates to apply.