

LEARNING DIRECTOR - INDEPENDENT STUDY

Definition

The Director of the Independent Study Program is responsible for promoting educational services as defined by the Board and as necessary to meet community and individual needs. The Director will coordinate with and utilize other educational resources, work with administrators at different school sites, and represent KCUSD as an educational resource in the community.

Essential Responsibilities

1. Evaluate and maintain student records;
2. Enroll students in appropriate program/classes;
3. Advise students of graduation requirements;
4. Oversee attendance;
5. Deal with student difficulties in curriculum, attendance, and credits;
6. Promote and encourage staff development;
7. Assist in recruitment, evaluation, and supervision of staff;
8. Oversee appropriate student placement and staff teaching load;
9. Attend Placement Committee meetings.
10. Promote the Independent Study program by means of the media, community resources, etc.;
11. Develop satellite locations;
12. Develop, maintain, and evaluate curriculum and instructional material;
13. Emphasize quality in staff, instruction, and curriculum;
14. Other responsibilities as assigned by site principal or District administration.

Qualifications

1. Master's Degree desirable;
2. Appropriate Administrative Credential;
3. Demonstrated competency in curriculum;
4. Capable of providing instructional leadership;
5. Capable of creating good working relationships;
6. Capable of creating a positive impression to the community in regards to KCUSD alternate education resources.

Experience

Minimum of three years successful teaching experience.

Other

Shall have vehicle for school business use and a California Driver's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: occasionally sit for extended periods of time; frequently walk; occasionally stand and reach with hands and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate; office environment is subject to constant interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 12/7/87; Revised 9/97