



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Independent Study Coordinator
Reports To	High School Principal
Level/Grade	9-12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

The Independent Study Project Facilitator will examine all facets of this student learning opportunity and conduct best-practice research to develop model policies, materials, forms, promotional materials, etc. Simultaneously, the Facilitator will support students engaged in Independent Study Projects under the current model.

Qualifications

- Certified teacher

Essential Duties and Responsibilities (*other duties may be assigned*)

- Demonstrates general understand of the curriculum and adheres to the policies and related directives of the Chariho Regional School District. Seeks opportunities for the integration of the curriculum with Independent Study Projects.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations of the Independent Study Projects.
- Provides guidance, support, and oversight to students interested in and approved to engage in Independent Study Projects.
- Examines current model and makes recommendations for revision or replacement based upon research, visits to other districts or agencies, and consultation with internal and external colleagues.
- Works with regional and statewide partners to gather and share information with the goal of program improvement and development.
- Develops draft model policies, materials, forms, promotional materials, etc. by January 1, 2015.
- Conduct a pilot using revised and approved model and make subsequent adjustments to model
- Develops and presents final Independent Study Project model by May 1, 2015.
- Establish an advisory group of students, parents, and educators to assist in the development process.
- Integrates technology to develop, monitor, and assess Independent Study Projects.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in-school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

Supervises

Students, Teacher Assistants, and Volunteers

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instructional purposes, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

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 this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 7/9/2014; Rev 4/24/2023

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) 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.