

Contact Teacher IDEA

GALENA CITY SCHOOL DISTRICT

Position: Contact Teacher IDEA

Location: Wasilla

Reports to: Site Administrator

Classification: Certified

Work year: 189/186 days

Salary: GEA Agreement

SUMMARY OR PURPOSE:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, the teacher is responsible for assisting the homeschooling parents of the students assigned to them in teaching and learning processes. The goal of this assistance is student acquisition of basic skills and knowledge as identified by district curriculum guidelines.

All instruction provided for students will be individualized and parent-directed. This means that differences in individual learning style, rate of learning, level of maturation, and level of achievement will provide the basis for instructional decision-making. To respond to these differences, it is expected that teachers will advise a variety of materials, rate of instruction, and methodology, with the modifications based upon frequent assessment.

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Education required; Master's Degree preferred.
- Alaska teacher certificate with K-3 Reads Act endorsement – can be acquired prior to start date
- Six years experience in education preferred.
- Cultural awareness, sensitivity, and knowledge of the cultures reflected required.
- Knowledge of Home Schooling movement and Distance Education models preferred.
- Such other alternatives as the administration may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly contact assigned families (one contact per month minimum)
2. Assist families as requested with miscellaneous needs (curriculum advice, research subject matter questions, finding scholarships, writing Individual Learning Plans, financial forms, IDEA timelines, etc.)
3. Evaluate and process paperwork in a timely manner (ILP's, ILP Amendments, PR's/HS Evaluations,
4. Work samples)
5. Plan and administer standardized testing; provide prep workshops for testing
6. Develop and present a minimum of two workshops each year
7. Sponsor or assist, plan and prepare events (science fair, graduation, spelling bee, battle of the books, etc.)
8. Respond to email in a timely manner, communicate with families and staff frequently with email
9. Maintain teacher contact notes for each student in data base
10. Assist walk-in families and cover for staff on vacation
11. Assist families with high school planning and monitor progress toward graduation
12. Review high school transcripts for accuracy
13. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

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

sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

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. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

Galena City School District IDEA Contact Teacher Evaluation

Educator Name:

Position:

Evaluator Name:

Date

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence. The Charlotte Danielson domains and methodology are utilized as the foundation of this evaluation tool.

Elements within domains one through four will be counted individually to determine the number of elements rated exemplary, proficient, basic and unsatisfactory. An educators overall rating will be based on the following methodology:

- **Exemplary:** A teacher should receive an overall rating of exemplary if the teacher has received exemplary ratings in at least half of the elements, with the remaining elements rated no lower than proficient.
- **Proficient:** A teacher should receive an overall rating of proficient if the teacher received no more than one element rated basic, with the remaining elements rated proficient or exemplary.
- **Basic:** A teacher should receive an overall rating of basic if the teacher received no unsatisfactory element rating and two or more elements rated basic.
- **Unsatisfactory:** A teacher should receive an overall rating of unsatisfactory if any one element is rated unsatisfactory.

A teacher must provide evidences/artifacts in order for any element to possibly be rated exemplary. Without evidences and artifacts, the highest rating a teacher can receive in each element is proficient. Providing artifacts and evidences is no guarantee of an exemplary element rating.

Domain 1: Planning and Preparation

Component 1a: Demonstrating Knowledge of Content and Pedagogy

Elements	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Knowledge of content and the structure of the discipline				
Knowledge of prerequisite relationships				
Knowledge of content-related pedagogy				

Component 1b: Demonstrating Knowledge of Students				
<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Knowledge of child and adolescent development				
Knowledge of the learning process				
Knowledge of students' skills, knowledge and language				
Knowledge of students' interests and cultural heritage				
Knowledge of students' special needs				
Component 1d: Demonstrating Knowledge of Resources				
<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Resources for educational use				
Resources to extend content knowledge and pedagogy				
Resources for students and parents				
Domain 1: Evidences and Artifacts				
Domain 2: The Classroom Environment				
Component 2a: <i>Creating an Environment of Respect and Rapport</i>				
<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Teacher interaction with students and parents				
Component 2b: <i>Establishing a Culture for Learning</i>				
<u>Element</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Importance of the content				
Expectations for learning and achievement				
Student pride in work				

Domain 2: Evidences and Artifacts

Domain 3: Instruction

Component 3a: Communicating with Students and Parents

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Expectations for learning				
Directions and procedures				
Explanations of content				
Use of oral and written language				

Component 3d: Using Assessments in Instruction

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Assessment criteria				
Monitoring of student learning				
Feedback to students and parents				

Component 3e: Demonstrating Flexibility and Responsiveness

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Lesson adjustment				
Response to students and parents				
Persistence				

Domain 3: Evidences and Artifacts				
Domain 4: Professional Responsibilities				
Component 4b: Maintaining Accurate Records				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Student completion of assignments				
Student progress in learning				
Maintaining Instructional records				
Component 4c: Communicating with Families				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Information about the instructional program				
Information about students and families				
Engagement of families in the instructional program				
Component 4d: Participating in a Professional Community				
<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Relationships with colleagues				
Involvement in a culture of professional inquiry				
Service to the school				
Participation in school and district projects				
Component 4e: Growing and Developing Professionally				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Enhancement of content knowledge and pedagogical skill				
Receptivity to feedback from colleagues				
Service to profession				
Component 4f: Showing Professionalism				
<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXEMP</u>
Integrity and ethical conduct				
Service to students and parents				
Advocacy				
Decision making				
Compliance with school and district regulations				

Statement: *A formal conference was held on _____ with my evaluator. I understand that I have five workdays to study and prepare a response which will be attached to this evaluation and will become a part of this evaluation. I also understand that my signature below does not necessarily mean that I agree with the evaluation.*

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____