

BIG SUR CHARTER SCHOOL  
CERTIFICATED TEACHER JOB DESCRIPTION

Big Sur Charter School offers a hybrid learning experience that is created by combining education at our Monterey Learning Center, the home environment, in our community and in nature. Teachers are responsible for planning and implementing learning center classes, as well as supporting families with home education assignments.

**MISSION & VISION**

The Big Sur Charter School is devoted to guiding students to become intellectually curious and emotionally intelligent stewards of the environment.

Big Sur Charter School is a learning community where every member is actively engaged in pursuing personal excellence and mastery of educational goals. Home educators and teachers work cooperatively toward creating a diverse learning environment fostering mutual respect, social responsibility, and resilience where students are empowered to become lifelong learners.

We believe: Parents are Partners, The Community is our Classroom, Nature is our Teacher, and We are all Artists

**MINIMUM QUALIFICATIONS**

- Multiple Subject Teaching Credential for the State of California
- Certificate of Clearance for the State of California
- Cross-cultural language and academic development emphasis (CLAD) or equivalent

**REQUIRED SKILLS**

- Enthusiastic and effective teaching style
- Effective listening, oral and written communication skills
- Strong interpersonal skills
- Ability to use personal computers and iPads, including applications, word processing, email, and grade management software
- Ability to integrate 1:1 technology into classroom instruction
- Ability to differentiate instruction for student learning styles and levels

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**DESIRABLE QUALIFICATIONS**

- Experience teaching in a non-classroom based charter school
- Experience teaching in an full inclusion program
- Experience working within a diverse, multicultural community
- Solutions based thinker

**ESSENTIAL RESPONSIBILITIES**

Teachers will possess a comprehensive understanding of the content to be taught, knowledge of the students' backgrounds (personal, social, educational), and design effective instruction and assessment. Teachers will establish an environment conducive to learning, including both the physical and interpersonal aspects of the environment.

**Learning Center Classes (up to 20 students per class, approx 20 hour per week)**

***Planning***

- Design sequential and effective standards-based instruction that engages all students in learning
- Select and generate appropriate instructional goals and objectives that demonstrate a strong knowledge of content areas
- Accurately assess student learning through formative and summative assessment
- Demonstrate a variety of instructional and assessment techniques that appropriately meet students' diverse needs and learning styles
- Use all instructional materials provided by BSCS, and develop/select and utilize supplementary materials as appropriate

***Instruction***

- Implement modifications and accommodations as required, recommended, or determined to be appropriate
- Use appropriate and varied instructional techniques that effectively utilize resources to maximize student learning
- Effectively adapt instruction based on formative assessment to ensure student learning
- Implement student behavior plans with the support of the Education Specialist
- Provide tutoring to those students that are not meeting grade level expectations

***Classroom Environment***

- Create an environment of respect and rapport that honors the dignity of all learners

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- Establish a culture of learning and an environment of positive social interaction that actively engages students in learning and self motivation
- Establish and implement appropriate classroom procedures that effectively manage student behaviors
- Maintain an appropriate physical environment, minimizing risk and maximizing safety and security
- Establish and maintain a classroom expectation that challenges students to strive for excellence in all that they do

***Home Education (approx 10 hours per week)***

- Create/maintain Home Study Guides and Assignment Work Records
- Ensure that the Master Agreement is signed by parent and student prior to students first day
- Evaluate home education work each learning period for attendance purposes
- Communicate with families to ensure home education assignments are being completed and graded
- Hold Report of Missed Attendance meetings in accordance with the school Independent Study Policy
- Provide necessary support for students and families to ensure each student is appropriately engaging daily with home education assignments
- Submit monthly learning records (work samples, work summary and attendance calendars) to the registrar within timelines established by the school administration

***Parent/Guardian Relations***

- Ensure that parents/guardians are appropriately informed about the instructional program, classroom expectations, and procedures including effective use of school-provided online systems
- Communicate regularly via email, phone, written documents, and parent-teacher conferences regarding student academic and social progress and needs
- Listen and appropriately respond promptly to all requests for information and assistance
- Maintain calendar and files within ParentSquare
- Work collaboratively with parents to ensure student success

***PROFESSIONALISM***

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- Make full and appropriate use of instructional and preparation time
- Develop and maintain standards of professionalism, including professional behavior and appearance
- Promote positive and effective school communication by ensuring that all interactions with staff, students, parents, and the public at large are positive and support the school's mission and vision
- Participate in community building events and fundraisers
- Participate in teacher meetings in a way that is positive and solution driven
- Continuously improve teaching effectiveness
- Become familiar with school policies procedures, and use them to guide daily actions or when addressing problems or issues
- Complete all required and assigned in-service trainings and professional certifications
- Grow and develop professionally, seeking out opportunities to improve educational knowledge
- Demonstrate a commitment to the betterment of the school through enthusiastic participation on committees and non-instructional duties as assigned
- Exhibit a high level of professionalism at all times by efficiently handling administrative matters, speaking and writing effectively, properly adhering to internal procedures and policies, effectively interacting and clearly communicating with co-workers and families, and maintaining accurate records

**COMPENSATION**

- Placement on the BSCS salary schedule is commensurate with qualifications and experience.
- An attractive benefits package includes medical, dental, and vision insurance as well as retirement benefits through the California State Teachers Retirement System (CalSTRS) for assignments of .5 FTE and above.

**Physical Demands**

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

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- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and/or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
- Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds

**Working Conditions**

School working environment subject to bending, crouching or kneeling to assist students, pushing/pulling and lifting of instructional equipment and supplies, sitting on chairs and/or floor and leaning over desks for prolonged periods of time and reaching in all directions. Typically indoor work environment; may require some limited exposure to outdoor environment in order to supervise students. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

**EQUAL OPPORTUNITY & ACCESSIBILITY**

Selection will be based solely on merit. In accordance with applicable federal, state,

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and local laws as well as school policy, BSCS is committed to ensuring equal, fair, and meaningful access to employment. BSCS does not discriminate on the basis of actual or perceived characteristics of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition (including diagnosis or history of cancer), national origin, political affiliation, pregnancy and breastfeeding or related conditions, race, religion and reasonable accommodation, sex, sexual orientation, uniformed service status (including Vietnam Era Veteran status), or any other classification protected by applicable federal, state, or local nondiscrimination laws.

BSCS works to make information and events accessible to all. If you need disability-related assistance or accommodation during the application process, including auxiliary aids or services, please direct requests to [info@bigsurcharterschool.org](mailto:info@bigsurcharterschool.org) or call 831-324-4573, BSCS is pleased to provide such assistance, and will not discriminate against any applicant as a result of such a request.