

**FRESNO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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TITLE:	Adult and Community Education Department Chair, Independent Study	REPORTS TO:	Director, Adult and Community Education
DEPARTMENT:	Adult and Community Education	CLASSIFICATION:	Certificated
FLSA:	Exempt	WORK YEAR:	227 Days/8 Hours
BOARD APPROVAL:	May 13, 1993	SALARY:	Hourly/\$25.22

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**GENERAL SUMMARY:**

Work independently in overseeing the daily operation of the Independent Study program.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Supervise Independent Study classes and assist teachers in developing and maintaining a positive learning environment.

Confer with the Instructional Support Services and secondary curriculum coordinators.

Interpret District and State instructional component guidelines and requirements as they pertain to Independent Study.

Assist in the selection and placement of teachers.

In-service staff on laws, educational philosophy, organization for instruction, curriculum and maintenance of attendance records.

Provide resource materials to staff and assist them in the selection of instructional material and activities.

Provide information to the High School Diploma program administrator pertaining to enrollment, attendance, and the instructional budget.

Evaluate and determine the need for the development of satellite classes and/or additional programs.

Maintain an audit of teachers' records and Independent Study contracts in the student folders and review student contracts.

Screen all students entering Independent Study.

Assist with teacher scheduling.

Schedule all students.

Assume additional responsibilities, tasks, and duties as may be determined by the Director, Adult and Community Education, or his/her designee.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

California credential authorizing instruction at adult school, or secondary level.

Two years of successful teaching experience at the secondary level.

Certificated Job Description

TITLE - Adult and Community Education Department Chair,  
Independent Study

Knowledge of State laws and policies pertaining to student attendance, legal records, high school graduation requirements, and District policies and regulations.

Knowledge of District and State curriculum structure and the requirements relating to Independent Study.

Ability to develop and maintain effective working relationships with community services and school site personnel.

Ability to conduct needs assessment and to develop inservice programs to meet the needs of culturally diverse groups.

Ability to speak and write effectively.

Ability to handle numerous tasks at once.

Capable of day and night student and staff supervision, and walking long distances.

Ability to administer student discipline and provide for campus security.

**WORKING CONDITIONS:**

Moderate to high levels of stress in a multi-faceted and fast-paced office environment at numerous school/satellite sites, moderate to high levels of stress, walking long distances and lifting light to moderate weight parcels or supplies.

**CONTACTS:**

Daily contacts with students and staff, State Department of Education, Fresno County Schools, various private businesses, community colleges and universities, and program advisory committees