



NEW: 08/07/2019  
Submitted: 08/06/2019

JOB TITLE:	SUBSTITUTE INSTRUCTOR I/II/III BILINGUAL ASSOCIATE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB 8
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8185
BARGAINING UNIT:	SUBC

**SCOPE OF RESPONSIBILITIES**

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Provides appropriate language instruction to students under the supervision of the certified classroom teacher

Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program

Assists teachers in communications with parents of students assigned to the second language classes

Assists teachers in maintaining and reporting student progress

Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement

Plans and implements parent and child interactions and activities

Maintains accurate records on the program and provides data to appropriate personnel

Plans regularly with staff and participates in appropriate school meetings and activities

Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

Associate Degree or approved equivalent training (64 college semester hours) and experience

One year successful experience in related field

Demonstrated proficiency in two (2) languages, English and the appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Bachelor's Degree

Experience in teaching multi-age group

Experience in a diverse workplace

**Footnote**

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.