



REVISED: 07/01/2025
Submitted: 06/10/2025

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

SCOPE OF RESPONSIBILITIES

This position is responsible for assisting in the coordination, creation, and implementation of supports for Multilingual Learners (MLs) and their families. This position requires supporting in the coordination of resources and partnerships in conjunction with diverse community stakeholders and provided direct service to MLs and their families.

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

Serves as a liaison between the school and its multilingual families to increase sense of belonging and family engagement

Assists teachers in maintaining and reporting student progress

Builds positive relationships between newly enrolled multilingual learners and school staff to ease their transition into the school system

Serves as a liaison with other support services, such as: social workers, counselors, community agencies, interpreters, and other personnel to support targeted students

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

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

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

Conduct onboarding and orientation for newly enrolled multilingual learners and their family and support the identification process for newly enrolled, potential multilingual learners

Accompanies on home visits as needed

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

Regular, predictable performance is required for all performance responsibilities

PHYSICAL DEMANDS

This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 25 pounds, pulling up to 25 pounds, and pushing up to 25 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR III BILINGUAL ASSOCIATE, SUB/GRADE 8: JOB CLASS XXXX

Bachelor's Degree

Three years of successful experience in related field

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

Experience working with children and parents with multi-culture and multi-ethnic backgrounds

Receptive to U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR II BILINGUAL ASSOCIATE, SUB/GRADE 7: JOB CLASS XXXX

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 multi-cultural and multi-ethnic backgrounds

Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

MINIMUM QUALIFICATIONS: SUBSTITUTE INSTRUCTOR I BILINGUAL ASSOCIATE, SUB/GRADE 6: JOB CLASS XXXX

High School Diploma or G.E.D

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

Experience working with children and parents with multi-cultural and multi-ethnic backgrounds

Receptive to the U.S. educational system, philosophy, policy, and methodology

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in teaching multi-age group

Experience in a diverse workplace