



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

JOB TITLE:	SUBSTITUTE INSTRUCTOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 06, 07, 08
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8952
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assists in the implementation of education programs by providing comprehensive assessment, evaluations, and instruction to meet the needs of parents and children; including home visitation and instruction under the direction of certified staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements a comprehensive education program for eligible participants under the supervision of classroom teacher where appropriate
- Provides instruction, counseling, appropriate learning material and experiences for the participants and provides notes of students' progress and achievement
- Plans and implements parent and child interactions and activities
- Provides and/or arranges adult supports, activities and sessions
- Promotes program, interprets purpose of program to potential clients and interested persons in the community
- 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
- Performs health services, if needed, for which training will be provided
- 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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of successful teaching experience
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Program specific certifications/training
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in teaching multi-age group
- Experience in teaching preschool and/or adult education

Experience in a diverse workplace