



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

JOB TITLE:	SUBSTITUTE INSTRUCTOR TEMPORARY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	AS DETERMINED BY THE BOARD
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8169
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. It requires the ability to communicate effectively using speech, vision and hearing. 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