



Job Title: Bilingual Long-Term Substitute Teacher (Temporary) **Supervisor:** School Director

Job Summary

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence. OCEAA implements a 90:10 dual immersion program. *All candidates must be able to deliver content lessons in academic Spanish.*

Essential Duties

1. Teaches content and skills in subject area utilizing curriculum designated by OCEAA and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of OCEAA.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
4. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
5. Evaluates each student's progress in meeting the course standards.
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
8. Communicates with parents and school counselors on student progress.
9. Supervises students in assigned out-of-classroom activities during the working day.
10. Participates in professional development activities, faculty committees and the sponsorship of student activities.
11. Administers testing in accordance with division testing practices.
12. Models non discriminatory practices in all activities.
13. Performs any other related duties as assigned by the School Director or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.



Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Bachelor's Degree
2. Multiple Subject California Credential preferred; 30 day sub permit required
3. Bilingual and biliterate
4. Possession of either Bilingual, Cross-Cultural, Language and Academic Development (BCLAD) certificate; Cross-Cultural, Language and Academic Development (CLAD) certificate; Bilingual Certificate of Competence (BCC); or Language Development Specialist (LDS) certificate desirable.
5. Must possess ability to communicate effectively verbally and in writing in Spanish and English. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Long-Term Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. OCEAA reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Signature: _____ Date: _____

I acknowledge that I have received and read this job description.

Substitute Name (Print): _____ Signature: _____ Date: _____