



## CERTIFICATED VACANCY ANNOUNCEMENT

Position:	LONG-TERM SUBSTITUTE TEACHER
Grade:	1 <sup>st</sup> Grade
Minimum Qualifications:	<ul style="list-style-type: none"><li>- Bachelor's or advanced degree</li><li>- Multiple Subject California Credential</li><li>- CLAD or BCLAD</li></ul>
Preferred Qualifications:	Escuela Popular seeks employees with bilingual skills in English and Spanish
Location:	149 N. White Road, San Jose, CA 95127
Start Date:	January 2020

### Description of School:

Escuela Popular (EP) began as a community-based grassroots school to address a growing need for English instruction in East San Jose and as a consequence, has been providing educational services since 1986. Within the first year of its operation, the demand for learning and schooling grew rapidly and Escuela Popular continued to expand in numbers of students, classes, and services to meet the growing need. In 1999, Escuela Popular was invited to operate a satellite campus of a new charter school organization. We seized upon the opportunity to expand our services to the community at large by providing a dual language kindergarten through the eighth-grade academy, along with a high school academy for youth, and in keeping with our vision of EP as a family learning center, an academy for parents and adults. In 2002, Escuela Popular was able to function independently and acquired its own nonprofit status, assuming the name Escuela Popular del Pueblo.

### Duties/Responsibilities:

- Provides multiple subject instruction in Spanish and English to children; prepares and/or follows daily lesson plans utilizing textbook materials, supplemental instructional materials, audio, and visual aids, etc.
- Develops a positive and effective classroom culture with high expectations for all students.



- Utilizes curricula and classroom activities to meet common core and dual-language instruction standards.
- Understands and delivers English Language Development instruction.
- May write and deliver weekly lesson plans using the Backwards Design method.
- Identifies unique student needs and responds accordingly, collaborating with other teachers and outside service providers, when necessary.
- Utilizes assessments to recalibrate instructional practices.
- Schedules and confers with parents/students periodically. Confers with school personnel (e.g., director, teachers, counselor, psychologist, supervisors, etc.), as necessary.
- Provides behavioral and academic intervention for students, as needed.
- Supervises and disciplines students (e.g., classroom, hallways, restrooms, lunchroom, assemblies, bus duty, etc.) following the student discipline code.
- Evaluates students through the utilization of teacher-made tests, standardized tests, and observations.
- Performs required supplemental duties (e.g., takes attendance, grade card reporting, interim reports, book orders, supply orders, emergency medical forms, student cumulative folders, bulletin boards, etc.).
- Participates in and helps supervise emergency preparedness drills (e.g., earthquake, fire, etc.).
- Demonstrates regular and predictable attendance.
- Participates in professional development activities, including in-service, workshops, seminars, and conferences.
- Serves on education-related committees (e.g., curriculum, course of study, textbook, etc.).
- Participates in extra-curricular and school community activities.
- Collaborates with colleagues in order to align curriculum and share best practices.
- Performs other duties required in the job description and as assigned by the supervisor.

#### Requisite Character Traits:

- A passion for teaching and command of the subject matter
- Values bilingualism and biculturalism
- Think parents are part of the solution, not part of the problem
- Committed to preparing EVERY student for college
- Willing to engage in constant efforts to improve personal instruction
- Reflective learner
- Passionate about developing an extraordinary classroom environment
- Confident that data-driven instruction can be an effective tool for bolstering student achievement



- Exhibit compassion, resilience, and a no-excuses attitude
- Excellent demeanor with students; encourages mutual respect, excellent classroom management skills

Please forward cover letter, resume, and a copy of valid California credential to [hr@escuelapopular.org](mailto:hr@escuelapopular.org). Reference "Long-Term Substitute – 2<sup>nd</sup> Grade" in the subject line.

Please note that candidates will only be contacted if selected for an interview.

**Escuela Popular is an Equal Opportunity Employer.**