

<b>Job Title:</b>	<b>Roving Substitute Instructor</b>		
<b>Start Date:</b>	<b>Immediately</b>		
<b>Position Type:</b>	<b>Full-Time</b>	<b>Days/Hours:</b>	M-F/ 8:00am-3:30pm
<b>Annual Benefits?</b>	\$11,621.16	<b>Work Year:</b>	185 days/10 months
<b>Driver License Required?</b>	Yes	<b>Degree Required?</b>	Yes (Bachelor)
<b>Hourly Rate/ Daily Rate:</b>	<b>\$35.98/\$215.88</b>	<b>Job Category:</b>	Certificated
<b>HR Contact:</b>	Mercedes Henderson	<b>Location:</b>	Various
<b>Contact Telephone:</b>	510-293-2916	<b>Date posted:</b>	September 1, 2021
<b>Website:</b>	www.edenrop.org	<b>Posting Expires:</b>	Open Until Filled

**YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.**

<https://www.edenrop.org/careers>

**Fax:**  
(510) 293-8225

**Email:**  
mhenderson@edenrop.org

**Attention:**  
Mercedes Henderson,  
Human Resources Administrator

**Mail:**

Mercedes Henderson, Human Resources Administrator  
Eden Area Regional Occupational Program  
26316 Hesperian Blvd.  
Hayward, CA 94545

### Job Description

**Purpose:** Provide instructional coverage and/or organizational support on a daily basis at any of our high school campuses and/or Center.

#### Responsibilities:

- Teaches scheduled classes.
- Assumes all duties and responsibilities of the absent instructor.
- Follows the instructor's written lesson plans. Consults with the Principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Makes the absent instructor aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures.
- Maintains high standards and upholds the student conduct code.
- Intervenes and/or reports concerns to Principal and/or designated staff.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

#### Knowledge:

- Proficient in Microsoft Word, Excel PowerPoint and online navigation
- Current teaching concepts and skills, basic teaching strategies and classroom management.

**Abilities:**

Work well and collaboratively with a wide range of high school students; adapt easily to industry, educational and organizational changes; and manage curriculum and classroom environment following educational standards and Eden Area ROP policies and guidelines.

- Adhere to established curriculum
- Learn computer applications quickly
- Communicate effectively, verbally and in writing
- Keep appropriate records, make reports as required according to timelines

**Soft Skills:**

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community

**Education/Experience:**

- Bachelor's degree
- Previous experience working in a school setting desired

**Certifications/Credentials:**

- California Teaching Credential or Emergency 30-Day Substitute Teaching Permit\*  
\*CBEST is no longer required/ GE coursework allowed to fulfill requirements

**Accredited by the Schools Commission of the Western Association of Schools and Colleges**

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office