

Job Title:	Substitute Instructor		
Start Date:	Immediately		
Position Type:	On-Call	Days/Hours:	M-F/ 8:00am-3:30pm
Annual Benefits?	None	Work Year:	185 days/10 months
Driver License Required?	Yes	Degree Required?	Yes (Bachelor)
Hourly Rate/Daily Rate:	\$32.70/\$196.20	Job Category:	Certificated
HR Contact:	Mercedes Henderson	Location:	Various
Contact Telephone:	510-293-2916	Date posted:	September 1, 2021
Website:	www.edenrop.org	Posting Expires:	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

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:

- Advanced Microsoft Word, Excel 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
- Communicate effectively, verbally and in writing
- Keep appropriate records, make reports as required according to timelines

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

Additional Requirements:

Basic Driver License

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