

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

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JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT/COMMUNITY-BASED ENGLISH TUTORING (CBET)

Job Purpose Statement(s): Under the general direction of the Assistant Superintendent-Educational Support Services and the Bilingual Curriculum Coordinator, the "Teacher on Special Assignment, Community-Based English Tutoring", will facilitate the Adult ESL program authorized by Proposition 227 and assist with the implementation of the parent education component of all after-school programs.

Essential Job Functions:

- **Acts** as key facilitator in the implementation of the Adult Community-Based English Tutoring program.
- **Plans, teaches and models** program instruction; develops units; and selects appropriate materials to accomplish these tasks.
- **Ensures** ESL participants pledge to assist students by volunteering to support students' learning English.
- **Maintains** records and documentation for assigned programs.
- **Serves** as a parent outreach coordinator and community liaison to site-based CBET programs.
- **Serves** as adjunct member of DAC.
- **Assists** with the implementation of the parent education component of all after-school programs.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

- **Experience Required:** Prior job-related experience in a voluntary or paid position and three years of successful classroom experience. Bilingual English/Spanish.

- **Skills, Knowledge and/or Abilities Required:**

Skills in appropriate special subject matter (Second language Acquisition Theory), and oral and written communication, interpersonal skills using tact, patience, and courtesy; principles and practices of supervision, training and providing work direction.

Abilities to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include standing/walking for prolonged periods.

- **Licenses, Certifications, Bonding and/or Testing Required:** Valid California teaching credential for appropriate level of instruction and or subjects with BCLAD emphasis, or Valid Designated Subject Adult Education Teaching Credential; Valid California driver's license and proof of insurance, Criminal Justice Fingerprint Clearance.