

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard, Norwalk, California 90650-2894 (562) 868-0431

Job #67

November 28, 2018

NOTICE OF CERTIFICATED VACANCY SECONDARY SPANISH TEACHER (Temporary Contract)

DESCRIPTION:

Under the minimal supervision of the site administrator to provide an educational program in Spanish for pupils in grades 9-12, or a combination thereof, and assist in other school programs or duties as assigned.

ESSENTIAL DUTIES:

- Prepare and present lessons in Spanish to pupils in a classroom, utilizing course of study adopted by the Governing Board and other appropriate learning activities.
- Supervise, monitor, assign and evaluate students.
- Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Translate lesson plans into learning experience so as to best utilize the available time for instruction.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Keep appropriate records and prepare progress reports.
- Communicate with parents through a variety of means and hold parent conferences to discuss the individual pupil's progress.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Create an effective environment for learning through use of a variety of instructional standards.
- Maintain professional competence through participation in in-service education activities provided by the District and/or self-selected professional growth activities.
- Participates cooperatively with administrator to develop system by which she/he will be evaluated per District's Uniform Guidelines.
- Perform basic attendance accounting.

MARGINAL DUTIES:

- Performs other duties consistent with departmental duty statement or assignment of supervisor.
- Select and requisition books, instructional aids, and instructional supplies.
- Advise clubs.
- Supervise student activities.
- Participation in school – community events.
- Ceremonial function attendance.

REQUIRED:

- A valid California Single Subject Spanish Teaching Credential

EMPLOYMENT STANDARDS:**Knowledge of:**

Safe work practices; theories of learning and behavior modification; appropriate learning and behavioral modalities for dealing with students of diverse backgrounds.

ABILITY TO:

- Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Work with a diversity of individuals; work with data of varied types and purposes; and utilize specific, job-related equipment.
- Problem solving is required to analyze issues and create action plans.
- Problem solving, and data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

SKILLS:

- Skills are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions and student learning expectations.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications and preparing and maintaining accurate records.
- Perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

PERSONAL ENHANCEMENTS:

- Commitment to shared management and decision-making techniques.
- Commitment to addressing the unique needs of early adolescents.
- Commitment to the use of technology and ability to use it in the classroom.
- Understand the importance of parent involvement and effective communication.
- Willing to be involved in an exploratory/elective program.

Work Year:

11 months/183 days

SALARY: Teacher Salary Schedule- Appendix A

<https://1.cdn.edl.io/SsgYOsI68DXY2jICZ9u7rG4agkdrNFmmCSkojIaY02FY8kL2.pdf>

LOCATION: TBD**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:****Physical:**

Speech intelligibility in quiet, speech intelligibility in noise, sound localization; sitting, walking, standing, reaching, bending, kneeling and crouching as needed through the day; fine coordination, wrist/arm motion, and grasping/holding; vision to see and read a variety of reports and materials; regularly lift 1-15 lbs., occasionally lift 26-40 lbs.; regularly carry/push 1-15 lbs., occasionally carry

26-40 lbs., physical agility to: lift 20 pounds to shoulder height and push or pull 35 pounds (some specific assignments such as: band, PE. JROTC. Wood shop, art, and, theater may have lifting requirements that exceed the 20 pounds but should not exceed 50 pounds) and dexterity to operate instructional and office equipment.

Mental:

Stress of emergencies, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, oral comprehension and expression, written comprehension and expression, interpreting school policy, calculate, perform routine mathematical process, memorize and recall objects, people, analyze problems and generate alternatives.

Environmental Demands:

Exposure to sun, occasional extremes of temperature, occasional confined/cramped spaces, wetness, dust, vibration, slippery surface, chemical solvents, oil (machine), toxic substance (glue), occasional irregular work hours, Possible contact with blood-borne pathogens and other potentially infectious materials, and noise exposure.

APPLICATION PROCEDURE:

Please apply via EdJoin.org at <https://www.edjoin.org/Home/JobPosting/1117682>. Please include with your Edjoin Application:

- 1) Letter of Interest
- 2) Resume
- 3) Three Letters of Recommendation (must be dated and signed within 1 year)
- 4) Copy of CBEST (or other acceptable basic skills requirement)/CSET (if applicable)
- 5) Copy of Credential

CLOSING DATE: Open Until Filled

An Equal Opportunity Employer

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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