



## CERTIFICATED VACANCY ANNOUNCEMENT

Position:	Long-Term Substitute English Teacher
Grade:	9 <sup>th</sup> – 12 <sup>th</sup> Grade
Minimum Qualifications:	- Bachelor's or advanced degree - Appropriate valid California Credential - CLAD or BCLAD
Preferred Qualifications:	- Bilingual skills in English and Spanish - Language Arts background
Location:	147 N. White Road, San Jose, CA 95127

### Description of School:

Escuela Popular is a public charter school in San Jose. Founded in 2002, Escuela Popular provides educational services to over 900 students in three age-appropriate programs in two facilities. Our student population is predominantly Latino. Most of our students are first generation immigrants who come from Spanish-speaking households. The Elementary School implements the Two-Way Dual Language Immersion program with Spanish being the target language. The elementary program serves students in grades K-8. The Under 19 High School Program serves students ranging in age from 14-19, while the Over 19 High School Program serves adult students in the morning and evening programs. The Over 19 High School Program provides childcare services for its students.

### Duties/Responsibilities:

- Provides English Language and Literature to youth and/or adult immigrant students; prepares daily lesson plans utilizing textbook materials, supplemental instructional materials, audio and visual aids, etc.
- Understands and delivers English as a Second Language methods and approach to content learning.
- 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 co-curriculum and school community activities.
- Performs other duties required in job description and as assigned by supervisor.

Requisite Character Traits:

- A passion for teaching and command of the subject matter
- 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 no-excuses attitude
- Excellent demeanor with students; commands 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 English Teacher" in the subject line.

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

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