



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Migrant School Instructor (Temporary) #4067  
(CERTIFICATED)  
Migrant Education  
Educational Services

**SALARY PLACEMENT:** Short Term Hourly Salary Schedule  
Range 4

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### **SUMMARY OF POSITION:**

Under the direction of the Migrant Education Director, provides direct instruction to pupils in the Migrant School Program.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree with a valid California teaching credential (general/special education). Classroom teaching experience. Bilingual/Biliterate in English and Spanish.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Knowledge of migrant family lifestyles and their needs. Previous work experience with English learners and migrant children and adults.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software

Ability to:

- be flexible and receptive to change
- operate a computer

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to the following:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Cooperate with other staff members to establish and maintain program goals and requirements.
3. Provide individual and small group instruction to adapt the curriculum to the needs of students.
4. Develop and implement lesson plans and learning objectives to ensure educational and behavioral progress.
5. Sequence learning activities and modify instruction based on individual needs.
6. Evaluate students' educational progress utilizing assessment tools provided.
7. Maintain confidentiality on issues concerning program and staff.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt an effective course of action.
10. Establish and maintain cooperative and effective working relationships with others.

11. Work independently with little direction.
12. Meet schedules and timelines.
13. Prepare reports as needed for program.
14. Provide leadership in emergency situations.
15. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aides.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school setting.

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