



Job Description

POSTION TITLE:	Spanish High Intensive Language Training (HILT) Instructor (TEMPORARY CERTIFICATED) Language & Literacy Educational Services	#4058
SALARY PLACEMENT:	Short Term Hourly Salary Schedule	

SUMMARY OF POSITION:

Under the direction of the Director of Language & Literacy, instructor designs and delivers High Intensity Language Training (HILT) exclusively in Spanish. HILT is a communication-based, immersion model for adult participants to learn and use beginning Spanish in every day, practical situations. The class is highly interactive, and students engage in a variety of carefully scaffolded activities designed to maximize student participation. A knowledge of language acquisition and scaffolding techniques, coupled with utilization of collaborative strategies is required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree. Possess a valid California general education or special education teaching credential; with the appropriate English Learner Authorization (ELA 1 Authorization, CLAD certificate, or bilingual authorization) authorizing the teaching of departmentalized and/or designated English Language Development (ELD).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous work experience providing professional learning to adults. Five years of classroom teaching experience using Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Fluent in Spanish and English.
- Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to second language acquisition teaching and learning.
- Techniques and procedures regarding curriculum and instructional design and delivery systems.
- Proper Spanish and English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Bilingual/Biliterate in English and Spanish.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist and collaborate with Director of Language & Literacy in the design, development, and delivery of teaching content.
2. Determine professional goals and objectives through the assessment and evaluation process.
3. Prepare and maintain a current work schedule.
4. Provide a safe and optimal learning environment conducive to student learning.

5. Provide appropriate and creative learning experiences that focus on modeling second language acquisition techniques.
6. Utilize instructional methods appropriate in meeting student cultural, academic, and linguistic needs.
7. Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
8. Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
9. Maintain a safe work environment.
10. Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.
11. All other duties as assigned.

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 aids.
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 in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with adult participants, SJCOE and school district staff, outside agency staff, and the public. Employee is expected to drive a vehicle to conduct work, using own transportation.