



METROPOLITAN EDUCATION DISTRICT (MetroED)  
HUMAN RESOURCES  
760 HILLSDALE AVE.  
SAN JOSE, CA 95136

---

ANNOUNCEMENT OF VACANCY

**Substitute Teacher - English as a Second Language**

**April 5, 2022**

District is seeking an enthusiastic, high-energy person to substitute teach at Silicon Valley Adult Education (SVAE). See attached job description.

**LOCATION:** MetroED – SVAE – 760 Hillsdale Ave., San Jose, CA 95136

**REPORTS TO:** SVAE Principal or Designee

**REQUIREMENTS:** **Credential:** Possess or be eligible for a Designated Subject Adult Ed or CTE credential in the appropriate subject area.  
**Experience:** Three (3) years of work experience in the industry.

**SALARY:** **Part Time:** \$33.00 per hour

**DEADLINE:** Until Filled

**START DATE:** ASAP

**APPLICATION** Visit [www.edjoin.org](http://www.edjoin.org) and submit a resume.

**CONTACT:** Susan Nakahira – HR Analyst at (408) 723-6435 [snakahira@metroed.net](mailto:snakahira@metroed.net)

---

**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency Background investigation will be conducted**

**Education Code: 200-262.4 / Metropolitan Education District BP: 0410**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a 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.

---

**Metropolitan Education District  
Hourly Teacher**



<b>Location:</b>	<b>Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Principal; SVAE</b>
<b>Classification:</b>	<b>AFT Hourly Teacher</b>
<b>Date Approved:</b>	<b>06/1996</b>
<b>Date Revised:</b>	
<b>Position Control:</b>	<b>141103, 141105, 141108, 141109, 141111, 141112, 141114, 141116, 141117, 141119, 141122, 141128, 141129, 141130, 141132, 141133, 141134, 141136, 141137, 141138, 141139, 141140, 141144, 141149, 141162, 141164, 141165, 141166, 141167 Salary Schedule 1, Range 1, Work Year 175 Days</b>

**POSITION DESCRIPTION:**

Under Supervision of designated administrator develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; assists in curriculum development.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Develops and presents lessons that demonstrate planning and preparation that are consistent with the approved course of study
- Develops and presents lessons with performance objectives/competencies that are understood by the students and are supportive of agency goals
- Evaluates student progress based primarily on achievement objectives/competencies
- Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students
- Maintains current and accurate records of student's attendance and progress
- Demonstrates and promotes punctuality
- Participates with fellow staff members in the development and implementation of curriculum and instruction
- Keeps up to date in subject area and continually works for the improvement of instructional techniques
- Adheres to approved course of study policies and procedures
- Attends and participates in program and agency meetings
- Maintains the proper use of equipment and facilities with the student's safety in mind.
- Treats students with courtesy and respect
- Demonstrates an awareness of student's social, psychological, emotional and academic needs
- Shares ideas, techniques and materials as appropriate with other staff members
- Demonstrates willingness to offer and receive suggestions
- Cooperates in the use and care of all equipment and materials
- Maintains current knowledge of available instructional materials
- Keeps informed of social, political and economic developments in the school district community. Demonstrates an awareness and sensitivity of the socio-economic and ethnic make-up of the community

## Metropolitan Education District Hourly Teacher



- Has knowledge of the functions of the various community agencies including referral services. Actively participates in school/community related organizations.

### **Essential Functions (continued):**

- Promotes community responsibility among students
- Helps to inform the community of the services and educational opportunities available through CTE and adult education
- Maintains proper control and preserves a suitable learning environment.
- Makes periodic evaluation of the subject(s) taught
- Attends conferences and reads professional educational material/literature.
- Depending on the assignments, hourly certificated may be involved in extra-curricular activities with students

### **MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

#### **Experience:**

#### **Education and Credentials:**

Possess or be eligible for a CA Designated Subject Adult Ed or CTE credential in the appropriate subject area.

#### **Evaluation:**

Evaluation will be based upon success in meeting listed duties, and professional qualities as applicable. Please see appropriate article in AFT contract.

#### **Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

### **PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

**Metropolitan Education District  
Hourly Teacher**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_