



Education *for* Change

Public Schools

ORGANIZATION: Education for Change Public Schools

POSITION: CEP Substitute

LOCATION: Oakland, CA

REPORTS TO: Site Administrator

Position Summary

Education for Change (EFC) is looking for dynamic and visionary teachers who will engage students, parents, and other members of our learning community to ensure high student achievement. The CEP Substitute Teacher works everyday throughout the school year to ensure that students have quality instructional support. They are assigned to support the instructional program, including supporting classroom duties for absent teachers, materials preparation and clerical tasks.

Responsibilities:

- Implement effective daily instructional plans and classroom activities aligned with student needs, and EFC and school instructions, goals, and objectives
- Collect homework and student assignments as directed for the regular classroom teacher
- Establish and maintain a positive, safe, and supportive classroom and school environment that values learning and achievement
- Report all student injuries, accidents and illnesses to the proper school administrators immediately or as soon as possible
- Provide general support for the instructional program, including materials preparation and clerical tasks
- Demonstrate respect and understanding of students and families from diverse backgrounds
- Maintain and respect confidentiality of student and school personnel information
- Report to the Main Office upon arrival at school, meets with the school administrative assistant, checks mailbox of absent teacher for lesson plans and materials
- Request clarification of school rules and district policies, if necessary
- Return the room keys to the school administrative assistant and instructional materials and equipment to the proper place
- Maintain accurate student records, including attendance
- Support the mission, vision, and core values of Education for Change

Qualified candidates must have one of the following permits:

- 30-day Substitute Permit
- Prospective Substitute Permit

- Career Substitute Permit

Qualified candidates may have one of the following permits:

- Multiple Subject Teaching Credential
 - Single Subject Teaching Credential
 - Education Specialist Teaching Credential
 - Administrative Services Credential
 - OR any other “services” credential that requires a Bachelor’s (or higher) Degree and basic skills requirement (e.g., SLP, PPS)
- **Don’t have a credential? We can help you get one! Contact us at jobs@efcps.net to learn more.**

Desired Qualifications:

- Experience accelerating student learning and achievement in low-income communities
- Spanish language proficiency
- Experience and desire to use data and technology as levers to drive instruction

Compensation & Benefits

EFCPS offers a highly competitive salary and benefits package. For details, go to www.efcps.org/careers.

Application Process

Apply online at: <http://efcps.org/careers/join-our-team/>

EFC Core Values

- **Connected-** We continually work to build trusting relationships among students, families, staff, and the Oakland community at large. We are an all-hands-on-deck network driven by empathy. We value our collective identity and the individual identities of our community members and scholars such that we have a sense of collective ownership and responsibility for each other and for our scholars.
- **Inclusive-** We proactively disrupt predictable patterns of opportunity, power, privilege, and performance. We create an inclusive environment where multiple perspectives are not only valued but sought, where people from all backgrounds feel seen and heard and can thrive, and where we all feel a deep sense of accountability to our mission.
- **Interdependent-** Our success at every level is dependent on our individual and collective sustainability. To that end, we are transparent, creative, and collaborative problem-solvers who seek to build trusting relationships. We are curious and are open to new ideas while also putting systems in place to ensure continuity so that our employees can stay, grow, thrive, and help make good on our promise to our students and families.
- **Learners-** We support each other to develop and grow so that we can leverage our collective power, intelligence, and passion on behalf of our students. We lean on home-grown leaders who are rooted in our community. Individuals feel known and are

provided opportunities to maximize their potential in alignment with their passions and goals.