

**HUMAN RESOURCES DIVISION**

**1515 WEST MISSION ROAD, ALHAMBRA, CALIFORNIA 91803**

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**CERTIFICATED  
POSITION VACANCY**

**POSITION: DUAL IMMERSION TEACHER – MANDARIN (ELEMENTARY)**

**Final Filing Date: OPEN UNTIL FILLED**

**POSITION DESCRIPTION**

Given the necessary materials and equipment, teaches in grades K-8, and assists in other school programs as needed.

**ESSENTIAL RESPONSIBILITIES**

- Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and supplementary materials compatible with the basic instructional philosophy.
- Provides effective learning experiences, utilizing techniques which develop the basic communication skills.
- Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
- Creates, with assistance from pupils, bulletin boards and other displays of materials to motivate learning.
- Performs basic attendance accounting.
- Communicates with parents and school personnel on the individual pupil's progress.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Shares in the sponsorship of student activities and participates in faculty committees.
- Maintains professional competence through participation in self-selected professional growth activities.

**ELIGIBILITY**

- Experience in Bilingual elementary teaching
- A valid California Multiple Subject Credential with a Bilingual Authorization: Mandarin
- Ability to read, write, and speak fluently in Chinese (Mandarin)
- Not currently under contract or will not be under contract with another district at the time of employment
- AUSD requires all employees to have the COVID-19 vaccine

**DESIRABLE QUALIFICATIONS**

- Bilingual/bicultural in Chinese and English
- Ability to work effectively in a multi-ethnic community
- Good oral communications skills
- Proven ability as a teacher or other certificated position

## **WORK YEAR and SALARY**

- Ten-month teacher work year
- Placement based on Units and Experience
- Health and other benefits packages with a value up to approximately \$21,300. In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package.

## **PHYSICAL REQUIREMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mental acuity to: Manage these programs, interpret and implement rules and policies and other printed policy decisions, evaluate results and make determinations relative to the effective performance of the tasks.
- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Manual dexterity to dial a telephone and enter data into a computer using both hands.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, other meetings and on the telephone. Physical ability to lift up to 25 pounds to shoulder height, up to 50 pounds to waist height and to bend, stoop, walk and reach overhead.
- Facility to drive a car.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Foreign national sponsorship will be considered**

## **APPLICATION PROCEDURE**

- Secure application and send with current resume, letters of reference and a brief statement explaining qualifications for the position to:

[www.edjoin.org](http://www.edjoin.org)

Nondiscrimination

The Alhambra School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.