



Hmong Language Teacher Grades 1st-6th Job Announcement

Non-Exempt, 11 months

Location:	Yav Pem Suab Academy Public Charter School		
Position Type:	Full Time Non-Exempt	Job #:	2952021-2101-01
Assignment Type:	11 Mo.	Position(s) Available:	1
Pay Range:	\$28.74 - \$31.42	Date Posted:	December 19, 2020
Reports to:	Principal	Date Expires:	Until Filled
Website:	www.urbancsc.org		

BASIC FUNCTION

Under the direction of a site principal, principal's designee or other appropriate administrator, provide a high quality, personalized Hmong Language Development Program for grades 1-6. The HLD teacher will plan, implement, monitor, and assess a classroom's instructional program as appropriate for the assigned grade level and subject area(s). Through HLD students will better understand Hmong culture and develop a respect for all cultures as well as strengthen their primary language and at the same time build their second language. Students will also learn how to listen, speak clearly, and communicate in Hmong.

DUTIES AND RESPONSIBILITIES

(This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

- Plan, implement, monitor, and assess a classroom instructional program for consistency with District and Board goals and philosophies, local site goals and specific objectives based on assessment of student needs.
- Design and implement engaging instructions in small group or individual sessions that leads to Hmong language fluency and academic success.
- Teach reading, writing and oral communications and appropriate learning activities accordingly to student proficiency level.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom; support and assist in maintaining district discipline policy and the site discipline plan.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, emotional, social and learning problems.
- Participate in curricular and extra-curricular school programs, assessment and development activities, student supervision and control, and staff, parent, department and District meetings.
- Communicate regularly with parents regarding goals and objectives of the instructional program, student progress observed, needs or problems and special accomplishments.

- Develop and communicate curricular and instructional plans and objectives to students and parents including course descriptions, performance expectations and other pertinent information to allow parental monitoring; review with the Principal as necessary.
- Assess student progress; communicate student progress to parents at each grading period and in case of unsatisfactory work or other instructional issues.
- Represent the District and assigned school or program to local and State groups as assigned maintaining a positive and professional image; interact with outside agencies as necessary.
- Provide instruction to students with special needs in accordance with IEP utilizing support services as appropriate; participate in IEP meetings as appropriate.
- Maintain records regarding students including special education students in accordance with site and District policy; prepare reports regarding students and classroom matters as directed.
- Develop lesson plans in accordance with site and District policy and practice and specific plans for substitutes as necessary.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Demonstrated success in prior teaching, student teaching, and/or related experiences, in meeting the intellectual, emotional, and physical needs of pupils, preferable.
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Knowledge of Hmong culture and how it fits into “American” culture.
- Have acceptable understanding in reading, writing and speaking Hmong
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- Current trends and research concerning the growth and development of children.

Ability to:

- Successful clear both a DOJ and FBI background check.
- Provide evidence of most recent TB clearance (within 1 year) upon hire.
- Reliable means of transportation.
- Understand, adhere, and implement YPSA policies and procedures, operating instructions, confidentiality standards, and the Code of Conduct.
- Adapt plans to meet different needs, learning.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Establish effective rapport with pupils.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil’s ability.
- Monitor children in classrooms.
- Display the use of good judgment in making decisions.
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Communicate effectively both in English and Hmong, orally and in writing.
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.
- Maintain consistent, punctual and regular attendance.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED

1. Bachelor's degree from an accredited university
2. Have satisfied the basic skills requirement or possess a valid California teaching credential or non-emergency single subject credential
3. Have satisfied the basic skills requirement and is enrolled in a teaching intern program

WORKING CONDITIONS

The working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, knee or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Valid California Teaching Credential, **valid English Language Learner Authorization required**, and No Child Left Behind (NCLB) compliant, if applicable.

ADDITIONAL JOB INFORMATION

Pay Determination: Only full-time relevant experience will be considered for pay determination. Pay offering is non-negotiable and follows the board adopted salary schedule.

Work Schedule: Monday through Thursday, 7:45 a.m. – 4:25 p.m., with 40 min lunch

Benefits Eligibility: 1) Medical, Dental and Vision Coverage
2) 403b Retirement Plan Option
3) Sick Pay/Personal Necessity up to 80 hours per year and does not roll over
4) There is no vacation pay or holiday pay at this time

JOIN OUR TEAM

1. Download an employment application form.
2. Complete and save your application using this name format: Last Name, First Name – Job# (i.e. Smith, John – 2952021-2101-01)
3. Email your completed application along with a copy of your credential, valid CA EL authorization or CLAD,

three letters of recommendation, and resume to: staff@urbancsc.org.

PLEASE NOTE: If selected, as part of the hiring process, you must undergo a background investigation through the Department of Justice.