

Twin Hills Union School District

Position Announcement

SPECIALTY INSTRUCTOR

Orchard View Charter School Grades K – 3rd
2 days per week – Tuesdays & Thursdays
6 hours/week of Specialty Instructor for Art & Math support

The Specialty Instructor for these additional educational opportunities is under the supervision of the Site Administrator and is evaluated by and under the direction of the classroom teacher(s). The Specialty Instructor assists the supervising teacher(s) in carrying out the goals and objectives of the district's education program in a variety of ways which require discretion and judgement to meet the individual needs of the students. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
 - Experience teaching elementary age children
 - One year experience working with elementary, middle school age children and high school age children (can be as a volunteer)
 - Experience in enrichment education is desired
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
 - Organizational skills
- **Ability to:**
 - Bilingual – English/Spanish preferred
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the classroom teacher(s) in assigned enrichment education areas by reinforcing previously taught skills
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the teacher(s) and work together in a professional relationship to foster student learning
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Lead small groups or whole class in area of specialty in lessons under teacher(s) guidance
- Perform paper correcting functions as requested
- Collect, mark and record schoolwork
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- Provide enrichment duties for school related activities as needed.
- Report all injuries incurred by children to teacher or site administrator
- Participate in staff/aide meetings and conferences when the need arises
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Charter Classified Specialty Instructor Salary Schedule

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student’s disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 90% within the school classroom based setting, 10% within in an outdoor setting, on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted to the screening committee on EDJOIN

- Completed and signed district application on EDJOIN
- Current employees may submit a letter of interest in lieu of an application packet.
- Three recent letters of recommendation
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will be open until filled
- **Application deadline is noon on Friday May 2, 2025**

The Twin Hills Union School District is an Equal Opportunity Employer

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