



September 2016

Job Title: Substitute Teachers (Part-Time, Non-Exempt)

Escuela Bilingüe Internacional (EBI) is an independent co-educational day school located in the Rockridge neighborhood of Oakland and Triangle neighborhood of Emeryville, of the San Francisco Bay Area. The school offers a Spanish-English dual language program, extending from Pre-Kindergarten through 8th Grade. EBI opened its doors in September 2006, with Pre-Kinder and Kindergarten.

EBI's progressive education program is based on a child-centered, constructivist, inquiry-based approach. EBI is authorized by the International Baccalaureate (IB) to offer the Primary Years Programme (PYP) and is an IB Middle Years Programme (MYP) candidate school.

The community of EBI, including the faculty and staff, is a unique and valuable asset to the school. It is with this in mind that, in addition to specific responsibilities, it is essential that all EBI employees demonstrate the following:

- Personal alignment with EBI and IB missions;
- Value for bilingualism, educational excellence, diversity, international mindedness and the cultivation of character;
- Enjoyment working in a diverse, international and collaborative school environment;
- Effective listening, speaking, writing and presenting skills in Spanish and/or English, as required;
- A positive attitude and a deep sense of professionalism.

Qualifications and requirements:

- Bilingual English and Spanish preferred
- BA in education or related field preferred
- At least two year experience in a school setting
- If interested in the pre-kinder program you must have the 12 core ECE units required by licensing and have to be bilingual

Specific responsibilities include:

Planning & Preparation for Learning

- Know the subject matter well and has a good grasp of how students learn.
- Implement teachers lesson plan

Classroom Management

- Foster positive interactions among students and teaches useful social skills.
- Follow schools behavior management guidelines
- Follow school recess and common areas agreement
- Maximize academic learning time through coherence, lesson momentum, and smooth transitions.
- Confident, dynamic “presence” and diffuse most discipline problems before learning is impacted.

Delivery of Instruction

- Activate students’ prior knowledge and hooks their interest in each lesson.
- Use clear explanations, appropriate language, and good examples to present material.
- Orchestrate effective strategies, materials, and classroom groupings to foster student learning.
- Have students actively think about, discuss, and use the ideas and skills being taught.
- Differentiate instruction to accommodate most students’ learning needs.

Monitoring, Assessment, and Follow-Up

- Frequently check for understanding and give students helpful information if they seem confused.
- Reflect on the effectiveness of learning and continuously work to improve it.

Professional Responsibilities

- Willing to participate beyond the academic program and is punctual
- Ethical and above-board, uses good judgment, and maintains confidentiality with student information.
- Collaborate with teaching staff to support students during the day.

Interested candidates should submit a resume, a letter of interest and statement of leadership and educational philosophy to employment@ebinternacional.org.

EBI’s commitment to diversity and inclusion is central to our mission and our hiring practices. People of color and LGBT candidates are strongly encouraged to apply.