

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Teacher on Special Assignment – English Learner (EL) Services**
Department: Educational Services
Reports to: Director of Supplemental Programs & Accountability

SUMMARY:

Supports the development, implementation and evaluation of curriculum, assessments, interventions, and grading practices aligned with Common Core Standards for English Language Development (ELD) and best practices for English Learner students' achievement. Provides professional development and instructional coaching to support teachers in maximizing English Learner students' language acquisition and academic success. Assists in monitoring and recording English Learner students' progress in accordance with federal/state/local requirements. Activities and/or information from the Teacher on Special Assignment will not be used in other Bargaining Unit members' evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers and manages the English Learner state-required language assessment(s) to all students with a home language other than English. Assists staff as necessary with testing for appropriate placement of identified students.
- Assesses English Learners' academic progress, including their English Language acquisition, for the purpose of providing feedback to students, parents, teachers, and site administration.
- Works with school-site administrators and other school staff to assist with the implementation of site-specific EL services.
- Trains, coaches, and models for teachers on a variety of topics related to English Learners, including but not limited to: the ELA/ELD Framework, Designated and Integrated ELD, differentiation, and research-based instructional strategies.
- Determine staff development needs for instructional staff working with EL students, and provide staff development opportunities to meet their needs.
- Provides Designated ELD instruction, as needed, at sites with less than 5% English Learners.
- Supports teachers in the management of EL paperwork.
- Assists with coordinating the EL reclassification process.
- Monitors the academic progress of reclassified students for two years following their reclassification.
- Develops and monitors EL Intervention Plans, in collaboration with classroom teachers and site administration, for English Learners and reclassified students who are struggling academically.
- Assists with insuring all areas of compliance related to EL programs are met.
- Assists with the development and implementation of a district-wide EL Master Plan.

- Communicates information and research data to school staff, parents, and community members regarding EL Programs and the role of the school for providing services in EL Programs; build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions.
- Actively participates in PLC collaboration meetings and supports the PLC process.
- Serves on the District English Language Advisory Committee (DELAC) and/or LCAP Committee, as needed.
- Attends workshops, conferences, etc. to enhance existing skills in facilitation, coaching, curriculum development, assessment development, data analysis, good first instruction, English language development, multi-tiered systems of support, and other relevant topics.
- Coordinates and facilitates relevant workshops and in-services to WPUSD certificated staff.
- Makes relevant presentations to stakeholder groups in various venues.
- Manages and updates instructional resources for certificated staff in the Staff Room on the WPUSD Website.
- Analyzes relevant student achievement and program data to inform improvement efforts.
- Assists with the development and implementation of common instructional guides, assessments, interventions, and grading practices to insure appropriate strategies and supports are in place for English Learners.
- Supports the process for selecting/adopting instructional materials and resources.
- Visits classrooms to provide observational feedback and support to teachers.
- Engages in discussions with teachers to encourage reflection on effectiveness of instructional strategies.
- Supports district's Parent/Community/School Liaisons in effectively working with parents of English Learners.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant District, PCOE or other professional development workshops and/or series focusing on facilitation, coaching, curriculum development, assessment development, data analysis, good first instruction, English language development, and providing multi-tiered systems of support is preferred.

EDUCATION/EXPERIENCE:

Required: Bachelor's Degree; 5 years (minimum) of successful teaching, including experience teaching English learners.

Desired: Teacher leadership experience; experience facilitating professional development activities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching credential required; English Learner Authorization.

LANGUAGE SKILLS:

Required: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Desired: Bilingual in Spanish.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.