



SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

JOB TITLE: Bridge Instructional Lead

REPORTS TO: Principal **SITE:** Bridge

CLASSIFICATION: Certificated **WORK YEAR:** Teacher Work Calendar

SALARY: \$4500

APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:**

JOB SUMMARY:

An instructional lead at the Bridge Program in the San Mateo Union High School District is a classroom teacher who has been delegated by the Principal and annually approved by the Board of Trustees to perform instructional leadership functions within the school to support teacher development of best instructional practices and assessment for Newcomer students.

ESSENTIAL FUNCTIONS:

- Provide leadership within the school in pedagogy, curriculum, instruction, and assessment.
 - Facilitate sharing of student performance data and dialogue in order to ensure continuous improvement and appropriate level placement of students
 - Communicate to teachers about new resources and pedagogy as it pertains to teaching newcomer ELD students appropriate information.
 - Manage school resources such as materials, supplies, books, and equipment. This includes seeking out potential Newcomer curriculum to pilot/adopt.
- Attend and serve on District ELD council, and other District instructional related committee meetings as appropriate.
- Assist school administration with developing and implementing professional development activities for teachers.
- Support principal in working with school staff to establish site instructional goals and collaborate on a plan to meet those goals.
- Assist teachers new to the profession in the development of their teaching practice.
- Facilitate site based instructional rounds
- Coordinate concurrent enrollment opportunities for students; and lead the college enrollment process.
- Support site administration in monitoring and supporting teen mom students while they are on their maternity leave
- Represent school in the formulation of school policy related to instruction of English Learners.

- Receive and distribute school correspondence.
- Other related job duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Valid and appropriate secondary teaching credential
- Minimum college degree to satisfy credential requirements.
- Current EL Authorization.
- Meets Highly Qualified Teacher status.
- Extensive teaching experience in the subject field preferred.

Evaluation:

- Annually by principal or designee.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Willingness and ability to travel to various sites.
- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.