



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICTWIDE WORLD LANGUAGE CURRICULUM LEAD

REPORTS TO: Director of Curriculum and Assessment

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: School Days Only

SALARY: \$8,000 Stipend for the School Year (Stipend will be pro-rated if the position is shared)

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE:

JOB ESSENTIAL FUNCTIONS:

1. Provide leadership, direct support and coaching to World Language teachers and departments.
2. Facilitate ongoing collaboration and professional development for District World Language teachers with special attention to intervention and support best practices for high-priority students in World Language classes.
3. Chair World Language Council and related duties.
4. Facilitate the development of formative and summative assessments in World Language.
5. Manage and coordinate the annual Seal of Bi-Literacy student identification process and submission of qualified candidates to the California Department of Education.
6. Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices to World Language teachers across the district.
7. Collaborate with other district coordinators and administrative leaders as needed.

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

- Single Subject World Language Teaching Credential
- Five years or more of experience teaching one or more World Language courses at the secondary level.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into World Language instruction
- Experience with and/or previous training in developing culturally responsive pedagogy/curriculum & instruction.

- An understanding of and commitment to *cultural proficiency*
- An understanding of and effective strategies for formative assessment practices
- Experience having led formal professional development/adult learning
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- 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 other 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 laws.

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.