



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** DISTRICTWIDE ON-SITE CREDIT RECOVERY (OSCR) LEAD

**REPORTS TO:** Director of Curriculum and Assessment

**SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** Teacher Work Calendar

**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. Provides leadership, oversight and support for OSCR programs including credit recovery and independent study.
2. Chairs the OSCR Council and provides direct support to credit recovery and independent study teachers.
3. Facilitates staff development and collaboration among teachers to support effective learning.
4. Represents the credit recovery and independent study teachers on the District Instruction Council.
5. Shares and supports new resources, professional development opportunities, state laws, and mandates with the credit recovery and independent study teachers, District Instruction Council and District Instruction Department.
6. Maintains affiliations with professional organizations at the local, state, and national level.
7. Works with the Director of Curriculum and Assessment to develop and provide input for the LEA plan and intervention programs.
8. Prepares and submits annual progress and evaluations to the Board of Trustees on the OSCR program.

### 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 Trustees, students, parents and the general public.

### QUALIFICATIONS:

#### Education/Training Experience

- Minimum of five years high school teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading of facilitating professional development desired.

- 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 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.