



**SAN MATEO UNION HIGH SCHOOL DISTRICT  
CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** ENGLISH/LANGUAGE ARTS INSTRUCTIONAL LEAD

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

**SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** School Days Only

**SALARY:** \$6,000

**APPROVED BY THE BOARD OF TRUSTEES:**

**EFFECTIVE DATE:** August 1, 2023

May 18, 2023

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**JOB ESSENTIAL FUNCTIONS:**

1. Lead and facilitate four quarterly meetings of the SMUHSD English Department Chairs.
2. Facilitate the alignment of the work of the Instructional Lead Teachers with teaching and learning in English classrooms.
3. Attend SMUHSD training, workshops, and collaborative meetings to engage in collaborative work with Instructional Leaders.
4. Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to stay current on recent developments in the content area.
5. Attend scheduled TOSA Leader meetings and participate in regular check in meetings to coordinate and receive support in task force development and work.
6. Provide outreach and communicate key expectations to newly hired teachers in the content area.

**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**

- English/Language Arts Teaching Credential
- Five years or more of experience teaching English courses at the secondary level
- Knowledge and experience with the CA-ELA/ELD Framework
- Knowledge and experience using a variety of effective instructional and engagement strategies for all students in the English classroom included but not limited the *EL-Achieve*-branded, “Constructing Meaning” model
- Knowledge and proficiency effectively integrating technology into the English classroom
- 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

- Knowledge and experience using various technology tools and software platforms such as Canvas, Microsoft Office Suite including Excel; Google Docs/Spreadsheets; 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.

**Discussion of 2022-23 school year foci related to the Instructional leads:**

1. Send out an email to teachers about the hybrid role this team will play
2. Observation/*Equity Walk* protocol development & participation
3. Participation in the development of Instructional Framework