



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** Instructional Lead Teacher Affiliate (2022-2023)

**REPORTS TO:** Assistant Superintendent of Curriculum & Instruction

**SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** Teacher Work Calendar + 10 days

**SALARY:** \$12,000 stipend

#### APPROVED BY BOARD OF TRUSTEES:

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#### PURPOSE:

The purpose of this role is to serve as a full, but affiliate member of the Instructional Lead Teacher (ILT) team to create, continually refine, and implement the instructional framework in partnership with school site leaders. This instructional team supports teachers in continuing to develop anti-racist educational spaces that engage all learners. Affiliate members of the ILT team, who serve in other TOSA roles in the District, will contribute to the design and implementation of cross-content professional learning aligned to the instructional framework. This professional learning will be grounded in anti-racist classroom pedagogy and practices; and anchored in principles of universal design learning (UDL), social emotional learning, academic literacy support, and ethnic studies pedagogy. Additionally, they will engage in classroom learning walks (visits) and support teachers in aligning their practices with the instructional framework.

#### ESSENTIAL FUNCTIONS

1. Support the district's equity mission and vision; racial equity policy; and MTSS efforts by working directly with teachers to strengthen and transform classroom practices and content as needed, with an emphasis on the development and support of instructional shifts towards anti-racist classrooms. This includes the following key components:
  - Development of an antiracist instructional framework
  - Identify and model high-quality anti-racist classroom practices
2. Design and facilitate professional learning on key pedagogical practices, as identified above.
3. Participate in and lead learning walks of teacher classrooms as a component of professional learning.
4. Attend SMUHSD and relevant training, workshops, and collaborative meetings to actively engage in the Instructional Leadership community of practice.
5. Leaders in this role should anticipate participating in up to 5 days of summer professional learning and planning, at the start and conclusion of the school year.

#### QUALIFICATIONS (Minimum)

##### Education/ Experience

- Valid Clear California single subject teaching credential Five years or more successful teaching experience at the high school level
- Experience teaching English Learners or a specific class for English Learners

- Language & literacy training, or training to support academic language in the content area classroom.
- Participating in the district's anti-racist community transformation practice
- Strong understanding of instructional technology

### **QUALIFICATIONS (Desirable)**

- Two years or more successful teaching experiences within SMUHSD.
- AVID Trained or experience teaching AVID
- Ethnic Studies background or training, and/ or willingness to engage in the training.
- Instructional Coaching Training and/or Experience
- Understanding of Multi-Tiered System of Support (MTSS)
- Previous teacher leadership experience
- Experience in designing and leading staff training or professional development for adult learners

### **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.

### **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 Diverse Workplace Profile](#)

### **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.

### **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 any emergency.