



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: Instructional Lead Team Member

REPORTS TO: Assistant Superintendent of Curriculum & Instruction

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar + 10 days

SALARY: 0.4 FTE of annual salary + 10 days

APPROVED BY BOARD OF TRUSTEES: March 9, 2023

PURPOSE:

The purpose of this role is to serve as a member of the Instructional Lead team to create, continually refine, and implement the instructional framework in partnership with school site leaders. This instructional team will support teachers in continuing to develop anti-racist educational spaces that engage all learners. Members of this team will design and implement 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 support teachers in aligning their practices with the instructional framework, with an emphasis on newly hired to the district.

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 job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

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.