



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: MULTILINGUAL LEARNER INSTRUCTIONAL LEADER
(Teacher on Special Assignment – TOSA)

REPORTS TO: Manager of English Learner Programs

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar

SALARY: 0.4 FTE Certificated Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: March 9, 2023

EFFECTIVE DATE: July 1, 2023

PURPOSE:

The purpose of this role is to work with the Manager of English Learner (EL) Programs to support the growth and development of our Newcomer and Long-Term English Learners across this district through continued building of, and sustaining of our EL Programs. The coordinator should support the implementation of the ELD/ELA framework, designated ELD for all ELs, Constructing Meaning implementation across the district, and assist in collecting data to measure the efficacy of our programs.

Additionally, the EL Coordinator will work with the Manager of English Learner Programs to provide instructional leadership in ELD district-wide by continuing to develop and support instructional shifts in the our ELD program with special attention paid to our growing Newcomer population; leading the ELD instructional council, and collaborating with and coaching ELD teachers and ELD content area teachers.

JOB 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. Provides leadership, direct support and coaching to ELD and ELD content area teachers across the District.
2. Continues to develop and support instructional shifts in the ELD program with special attention paid to our growing Newcomer population.
3. Collaborates with the Manager of EL Programs to support the implementation of the ELA/ELD Framework; addresses the academic language acquisition needs of Long-term English Learners; and leads the *Constructing Meaning professional learning*.
4. Chairs ELD Council and related duties. In addition, facilitates development and implementation of Courses of Study aligned to the ELA/ELD Framework for ELD courses.

5. Facilitate ongoing collaboration and professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices to teachers across the District.
6. Collaborates with other District TOSAs and administrative leaders as needed.
7. Collaborates with the Manager of EL to oversee the effectiveness of ELD programs through data analysis and reporting – for both the Local Control Accountability Plan and internal stakeholders.

QUALIFICATIONS:

Education/Training Experience

- ELA Teaching Credential.
- Five years or more of experience teaching various English Language Arts/ELD 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 Language Arts/ELD instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy /curriculum & instruction in English Language Arts/ELD.
- 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.

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.

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.

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.