

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

<u>TITLE</u>		Expanded Learning Opportunity Program Specialist
<u>REQUIRED QUALIFICATIONS</u>		
EDUCATION:	Required	B.A. or B.S.
	Desired	M.A. or M.S. or 30 units beyond the B.A. or B.S.
EXPERIENCE:	Required	Three or more years of successful teaching experience.
	Desired	Experience in program coordination; and a working knowledge and use of Computer Assisted Instruction and other instructional technology.
CREDENTIAL:	Required	Appropriate California Teaching Credential.
	Desired	Appropriate Bilingual Certificate/Credential, Language Development Specialist Certificate, Reading Specialist Credential.

BRIEF DESCRIPTION OF POSITION

Under the direction of the school site principal and District Designated Administrator of the Expanded Learning Opportunity Programs (ELO-P), provide support for the ELO-P as determined by the district and school plan and State/Federal guidelines.

ESSENTIAL JOB FUNCTIONS

- Coordinate school-wide testing and data reporting.
- Assist in the coordination of ELO-P certificated and classified staff.
- Maintain and operate resource labs where applicable.
- Plan meetings with certificated and classified staff.
- Provide school site trainings for ELO-P certificated and classified staff.
- Support the ELO-P through the selection and purchase of supplemental materials.
- Schedule coordinated instructional periods to support classroom programs.
- Attend conferences and disseminate information to school staff and site council.
- Assist with ongoing evaluation of school plan.
- Research and evaluate new educational delivery systems available.
- Provide counsel and assistance to classroom teachers, specifically for ELO-P, and others, to more effectively implement ELO-P.
- Provide assistance in placement of students in reading and math, as well as other learning levels and needs.
- Where applicable, assist and facilitate in the development of the following strategies: cross-age/peer tutoring, team teaching, and parent involvement.
- Provide in-classroom support where requested.
- Act as a liaison between the school and parents of students as needed.
- Act as a resource to disseminate information regarding parent education issues.
- Assist with providing intervention strategies for at-risk students.

ESSENTIAL JOB FUNCTIONS (continued)

- Perform other related duties as assigned by the school site principal and/or the District Designated Administrator of ELO-P.

PHYSICAL REQUIREMENTS

Significant physical abilities include sitting for prolonged periods, lifting/carrying, reaching/handling/fingering/feeling, talking/hearing, near and far visual acuity/visual accommodation.

OTHER REQUIREMENTS

TB test clearance, Department of Justice fingerprint clearance, valid driver's license and proof of insurability.

04/22