



## ADULT SCHOOL ENGLISH LITERACY CIVICS RESOURCE TEACHER

Board Adoption Date: 08/21/24

### BRIEF DESCRIPTION OF POSITION

The English Literacy (EL) Civics teacher in an Adult School setting plays a crucial role in facilitating the education and integration of adult English language learners (ELL) into American society. Their primary focus is to empower English learners with the development of the essential language skills needed for effective communication in various real-life/work-based situations, including employment, civic engagement, and community interactions. The EL Civics teacher utilizes a culturally relevant and contextually meaningful curriculum from the California Department of Education's (CDE) Civic Objective and Additional Assessment Plan (COAAP) to develop lessons that incorporate topics related to community resources and daily life situations that require students to learn how to navigate the complexities of life in the United States to become active and informed participants in their communities and workplace.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Select, design, and develop meaningful English language development level-appropriate COAAP lessons and assessments.
- b. Produce and distribute EL Civics assessments and materials to ESL teachers in accessible electronic formats to integrate and provide opportunities for student digital literacy.
- c. Align COAAP curriculum with English Language Proficiency Standards (ELPS) and College and Career Readiness Standards (CRS) for Adult Education.
- d. Ongoing collaboration with English as a Second Language (ESL) teachers and departments leads to understanding the needs of their diverse student population.
- e. Organize and provide professional development to ESL teachers about implementing COAAP lessons, tasks, and assessments.
- f. Maintain current and accurate records of the student's mastery of the COAAP skills.
- g. Collaborate and guide instructors in the Integrated Education and Training (IET) and Integrated English Literacy and Civics Education (IELCE) in Career Technical Education (CTE) programs.
- h. Provide support, guidance, and assistance in implementing and receiving the COAAPS lessons.
- i. Coordinate and collaborate with the Testing Center and school site staff to assess adult learners' civics education needs and provide assessment results.
- j. Participate in monthly EL Civics meetings with state coordinators and use the information to improve practice.
- k. Oversee design and content of EL Civics Assessments and supplemental materials to meet California Department of Education requirements for adult learners.
- l. Administer, score, and record COAAP assessments for on-site, off-site, and remote classes
- m. Collaborate with the Testing Center and staff to create a master calendar, incorporating both CASAS and EL Civics assessment schedules.
- n. Collect and analyze data to evaluate the EL Civics program's effectiveness in improving student outcomes, meeting CIP goals, and maximizing grant funding.
- o. Provide frequent and timely feedback to students and teachers.
- p. Effectively integrate digital tools and platforms to enhance educational initiatives, streamline administrative tasks, and foster an enriched digital learning environment.
- q. Perform other duties as assigned.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge and ability to work with Google Suite - Docs, Slides and Sheets
- Knowledge and understanding of the EL Civics COAAPs and reporting mandates
- Knowledge of WIOA II Funding and impact on EL Civics
- Knowledge of curriculum design and implementation

Ability to:

- Ability to stay up to date with state/federal grant and CAEP funding
- Ability to adapt to evolving technological advancements
- Ability to integrate IET and IELCE in CTE program courses
- Ability to communicate effectively
- Ability to meet deadlines and maintain emotional control under stress
- Ability to interpret mandates, policies, procedures, and data
- Ability to stay informed with up-to-date paradigms that impact English language learner adult students

## REQUIREMENTS

<b>WORK YEAR:</b>	Certificated Adult School Teacher Calendar
<b>EXPERIENCE:</b>	Three years of successful teaching (preferred)
<b>CERTIFICATES/ CREDENTIALS LICENSES:</b>	Designated Subjects Adult Education Teaching Credential: English as a Second Language <b>OR</b> Multiple Subject Teaching Credential <b>OR</b> Single Subject Teaching Credential (required) Instruction for English Language Development (ELD) <b>OR</b> Specially Designed Academic Instruction Delivered in English (SDAIE) (required)
<b>SALARY:</b>	Certificated Adult Education Teacher Hourly Salary Schedule
<b>OTHER:</b>	Bilingual (English/Spanish) (preferred)