Board Approved: April 20, 2016
Revisions Approved: May 6, 2025:
Salary Schedule: #001

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **TEACHER ON SPECIAL ASSIGNMENT- ENGLISH LEARNERS**

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent - Education Services, or their designee, provides instructional support for students, teachers, and leadership and models and coaches teachers in the effective teaching of English Learners in both Designated and Integrated English Language Development (ELD) programs. Serves as a resource to English Learner parents and the community by organizing and providing professional development to increase student achievement and parental involvement.

JOB FUNCTIONS:

- Collaborate with the Education Services team, principals, department chairs, and instructional coaches to organize, coordinate, and facilitate district wide professional development to improve instructional outcomes for English Learners.
- Collaborate with teachers on focused quality instruction using student level data, second language acquisition theory, and best practice instructional strategies for Designated and Integrated ELD.
- Communicate English Language Development updates to teachers and other district staff.
- Provide coaching for teachers on research aligned instructional strategies and classroom practices designed to improve English language proficiency for English Learners.
- Organizes and facilitates the District English Learner Advisory Committee (DELAC).
- Plans and coordinates District English Learner Advisory Committee meetings to insure State and Federal compliance items are addressed.
- Conduct demonstration lessons to model effective instruction and access strategies including student engagement, checking for understanding, and the use of ELPAC data to make instructional decisions.
- Collaborate with Student Services, Multilingual Programs, and Special Education to ensure articulated, consistent and focused District initiative implementation

- Research and recommend instructional support materials and design and create materials when appropriate.
- Support the identification and use of supplementary instructional materials to meet the specific needs of English Learners.
- Research and recommend intervention models.
- Provide professional development, guidance, and support for teachers and administrators to improve the academic performance of English Learners, using data from standards aligned assessments.
- Create informational tools such as websites and/or newsletters.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of:

- Interpersonal, problem solving, collaborative, and organizational skills required to effectively coach and provide staff development
- Extensive knowledge and understanding of California English Language Development (ELD) Standards, Common Core State Standards, NGSS, and State assessments
- Familiarity with theories and best practices in second language acquisition
- Understanding of district and state policies related to EL education

Skills:

- Demonstrated skills in analyzing and using data and research for instructional

  Decision-making
- Strong Communication, interpersonal, and organizational abilities
- Capacity for collaboration, adaptability and instructional expertise tailored to diverse learners
- Patience, empathy, and the ability to build positive relationships with students and colleagues

Ability to:

- Ability to listen attentively to students and colleagues to understand their news and perspectives
- Ability to design and modify lessons and materials to meet the needs of English Learners, considering their language proficiency levels and learning styles
- Ability to work effectively with teachers, administrators and other staff members to support ELs
- Ability to prioritize tasks and manage time effectively
- Ability to track and analyze student data to identify areas for improvement

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS**:**

Education:

- Bachelor's Degree

Experience:

- Three (3) years teaching experience is required; one year in the District is highly desired
- Bilingual in English and Spanish

Licenses, Certifications, Bonding and/or Testing:

- California English Language Arts Credential with English Learner Authorization
- Possess and maintain a valid California Driver's license and evidence of insurability