

TEACHER ON SPECIAL ASSIGNMENT - EXPANDED LEARNING PROGRAMS

Description of Position

Under the direction of the Executive Director, Educational Services, the Teacher on Special Assignment – Expanded Learning Programs will plan, organize, and support the district’s expanded learning programs, promote a safe and positive learning environment for students, and perform other related duties as assigned.

Essential Duties

- Serve as the educational leader for school-aged children in expanded learning programs. Plan, organize, direct, and evaluate expanded learning programs in accordance with state and federal laws, district policies, and other program requirements.
- Coordinate and provide staff development training to support the instructional needs of students.
- Communicate with site leads and develop a collaborative accountability model to ensure all students receive effective expanded learning programs.
- Work closely with district administration and district partners to improve the program curricula and increase the level of parent engagement.
- Work with the district staff and district partners to determine program objectives, areas of strength, and areas of need. Conduct program assessments; develop and implement short-and-long-range plans to improve operations, including staff training, curricular revisions, and instructional improvements.
- Coordinate the evaluation and revision of curricular and instructional programs for the expanded learning programs in collaboration with appropriate site and District administrators. Communicate with staff and provide training to ensure expanded learning programs meet district needs and state requirements.
- Prepare communication on behalf of the program.
- Provide support for grant applications as needed.
- Develop and implement operating procedures for maintaining the district program. Assure compliance with applicable state and federal laws, district policies, and other program requirements.
- Prepare and submit reports, program evaluations, or other documentation as required.
- Provide support at multiple sites.

Qualifications

Knowledge of:

- Current research principles and practices of learning acceleration, interventions, and enrichment programs. Federal, state, and local laws relating to expanded learning programs related to grant funds
- Principles, theories, methods, and strategies pertaining to teaching and instruction of students and staff
- Assessment instruments, data collection, and data analysis
- Curriculum design and evaluation

Teacher on Special Assignment – Expanded Learning Programs (continued)

- Evidence-based curriculum
- Effective method for the delivery of staff development
- The Cypress School District plans, i.e. LCAP, LEAP

Ability to:

- Plan, organize, and oversee activities for expanded learning programs related to grant funds to ensure successful program implementation
- Prepare and deliver oral and video presentations and staff
- Work independently, with minimal supervision and guidance, in performing all assigned responsibilities in an efficient and correct manner
- Communicate clearly and effectively orally and in writing
- Prepare clear, accurate, and concise records and reports. Compile, manage, and report statistical data
- Communicate effectively with students, parents, school staff, community members, and state organizations in written and oral presentation
- Demonstrate excellent interpersonal and communication skills
- Utilize effective time management skills to plan and organize work to meet identified timelines and manage multiple tasks

Education and Experience Required:

- Minimum five years of successful credentialed teaching experience
- Valid California Multiple-Subject Teaching Credential: General Subjects, including EL authorization
- Valid California Driver's License

Physical Demands and Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must possess mental and physical health and hygiene conducive to the high standards of the District.

Board Approved: June 8, 2023