

**TITLE: TEACHER ON SPECIAL ASSIGNMENT -
English Language Arts 7-12**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Single Subject Credential with English Certification
- Minimum of five years of successful teaching experience
- Experience in some area(s) of curriculum development

PRIMARY FUNCTION:

This assignment will be working as a Teacher on Special Assignment under the direction of the department administrator/manager. The primary responsibilities will be to support the (re)design and implementation of Secondary Reading Intervention Courses (Structured ELA and Language Arts Workshop), support the development and implementation of reading intervention in Secondary ELA classrooms, including special education, and support Tier 1 curriculum and instruction in the Secondary ELA courses. This includes supporting sites/teachers with professional development and implementation of Secondary Reading Intervention course(s), including Secondary ELA best pedagogy in all courses, using strong pedagogical content knowledge, and the implementation of effective instructional practices in order to increase student achievement in the area of English.

AREAS OF RESPONSIBILITY:

- Collaborate with and provide coaching support to teachers in order to strengthen Tier I instruction and develop best practices for continuous growth of students in the area of English
- Demonstrate strong pedagogical content knowledge of language development, foundational reading skills (Orton-Gillingham, current research on the Science of Reading, LETRS), Dyslexia law,
- Develop and write curriculum that supports grade level standards and utilizes backwards design model
- Demonstrate an understanding of essential standards, effective assessment, and grading practices
- Demonstrate an understanding of effective reassessment strategies
- Assist teachers and site administrators with the collection and analysis of data; support with the sharing of the data and recommendations for next steps
- Engage in continuous professional learning to enhance pedagogical content knowledge

- Work collaboratively with district team/site administrators to ensure implementation of district wide and school wide goals
- Participate in Professional Learning Communities with peers to build professional skills and improve practice
- Support teachers with using the Cycle of Inquiry during grade-level Professional Learning Community meetings (by request) and Team Meetings
- Work with grade-level teams to provide support for English Learners and other significant student groups
- Teach model lessons and collaboratively teach lessons that focus on effective instructional strategies and include pre- and post-lesson support
- Assist with instruction that addresses the English content and practice standards
- Assist with the implementation of district-approved curriculum/materials
- Support teachers with how to effectively utilize technology in the classroom
- Support teachers with development of strong pedagogical content knowledge, strategies to increase student engagement, and the use of questioning and discourse during English instruction
- Support teachers with classroom management strategies and resources
- Support teachers with the identification and grouping of students based on their specific needs
- Provide professional development and resources on best practices involving intervention to small groups of students using research-based strategies and resources
- Maintain and submit accurate and up-to-date records of all students' progress
- Demonstrate an understanding of UDL, designing learning experiences that are inclusive of all students, and Multi-Tiered Systems of Support
- Perform other duties and responsibilities related to Secondary English instruction as assigned by the supervisor
- Other related functions or duties as assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness
- Ability to commute to various locations to conduct business

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations