

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

### **TEACHER ON ASSIGNMENT - CURRICULUM SUPPORT**

#### **DEFINITION**

Under the direction of designated Administrator, collaboratively plan, develop, train and support the implementation of district curriculum and program priorities.

#### **EXAMPLE OF DUTIES**

- Plan and conduct professional development, coaching and feedback.
- Observe lessons and give constructive feedback.
- Provide model/demonstration lessons using scientifically, research-based instructional strategies.
- Attend professional development, workshops, and conferences.
- Design and implement training for parents desiring to provide home and school support of student learning.
- Provide support for differentiated instruction.
- Assist in collecting, assessing and utilizing student progress data.
- Additional related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Curriculum and content standards for ELA/ELD, Math, Science and Social Studies;
- Special programs, including but not limited to, GATE, ELD, AVID, STEM, VAPA, Special Education, socio-economically disadvantaged;
- Principles and practices of educational training and development; coaching methods and techniques;
- Methods to identify training needs, reporting and evaluating student data, results of needs assessments, and analyzing performance problems;
- Effective communication, public and human relations strategies, methods, and techniques.

##### **Ability to:**

- Work collaboratively with and in teams and with a variety of groups;
- Work effectively with administrators, staff, parents, students, and community, and in multi-cultural and bilingual environments, to carry out the goals of the District and distinctive programs;
- Prepare instructional lessons reflective of various learner needs and appropriate rigor level;
- Work independently with little direction and with confidentiality and discretion;
- Meet deadlines;
- Develop goals, objectives, and position resources to meet established goals on time;
- Develop and present effective and efficient presentations and professional development;
- Communicate effectively both orally and in writing;
- Apply basic program evaluation techniques.

**EDUCATION**

Possession of a Clear California teaching credential. Certification acknowledging expertise in the field of English Language Development.

**EXPERIENCE**

Minimum of three years successful classroom experience with students. Master of Arts degree, or higher, preferred. Completion of or enrollment in a program for administrative services credential preferred.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's license.

**CONDITION OF EMPLOYMENT**

Insurability by the districts liability insurance carrier.

**PHYSICAL DEMANDS**

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 talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made the enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**REVISED: January 24, 2018**