



# RIALTO UNIFIED SCHOOL DISTRICT

## Teacher on Special Assignment - Multilingual Programs

### Job Description

#### DEFINITION

Under the direction of the Executive Director of ELA and Multilingual Programs, perform as an English Language Arts and English Language Development specialist assisting in the development and implementation of curriculum plan and coordinate related staff development, provide direct support to schools, manage and participate in other activities related to improving the academic success of students.

#### ESSENTIAL DUTIES

- Contribute to improved student achievement for all students with an emphasis on English Learners by implementing research- and standards-based planning, instruction, assessment, technology, and intervention. Monitor and communicate learning outcomes and instructional implications of student performance.
- Work with teachers, principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels.
- Work with teachers, site administrators and other instructional management personnel to ensure consistent implementation of effective daily English Learner Development (ELD), Dual Language Immersion (DLI), and ELA and Literacy instruction in K-12 classrooms.
- Lead teacher groups in processes for: analyzing student performance data, designing research-based instructional responses to data, gauging effectiveness of instruction and interventions for all student groups.
- Support implementation of Common Core Standards, curriculum development, content integration, technology use for enriched/extended/personalized learning, and standards-based program implementation, including differentiated instruction.
- Assists school teams with the planning of instructional strategies to ensure optimal effectiveness of Tier I instruction for students.
- Design blended and online professional learning opportunities specific to ELA /ELD–K-12. Create and develop tools such as blogs, web-based applications, and social media. Incorporate digital tools for real-time and asynchronous student learning such as open-education resources, device apps and cloud-based tools including Google docs, and others.
- Provide technical assistance on various multilingual programs to sites and collaborate with other departments to ensure a consistent, cohesive, carefully articulated, and clearly communicated instructional program in all sites and levels.
- Manage programs and/or special events as assigned.
- Prepare and deliver written and oral presentations and reports to principals, parents, and community members. Represent the District and Instructional Services at County, State, and other levels as assigned.
- Assist with the preparation of required reports, both written and oral.
- Collaborate and coordinate with community stakeholders and outside resources.
- Perform other duties as assigned and is consistent with the scope and intent of the position.

#### QUALIFICATIONS

##### Knowledge of:

- ELA and ELD frameworks and standards and research based best practices for literacy development and foundational skills
- The needs of a diverse student population.
- Adult learning theory and ability to plan, design, and implement differentiated professional development.
- Instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
- Differentiated support frameworks that promote student success, such as Multi-Tiered Systems of Support (MTSS).

- Research based best practices of strategies to support English Learners including Designated and Integrated ELD instruction and language acquisition
- Systems for facilitation of stakeholder input, long term planning, goal setting, monitoring, and reporting

**Ability to:**

- Work collaboratively with peers in English and Spanish
- Teach students for demonstration purposes in English and Spanish
- Model the adage of “life-long learner”
- Coach peers in a non-evaluative manner
- Present materials/methods in a training environment in English and Spanish
- Use instructional technology tools and materials in English and Spanish
- Use a data management system to analyze data for prescriptive and summative purposes
- Communicate and interact effectively with students, teachers, parents, administrators, and community members.

**Experience and Education:**

- Must possess a valid Multiple Subject or Single Subject Credential
- Must possess a valid Bilingual authorization (BCLAD)
- Minimum of five years of teaching experience with at least three years working directly with English Learners
- Proof of BA degree or higher from an accredited University

**PHYSICAL DEMANDS**

**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone, and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

**Physical requirements (continued):**

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

**\*Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.**

**Frequent motion:**

Twisting:	Low	Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Wrist flexion:	Frequently	Reaching to above shoulder level:	Occasionally
Elbow flexion/extension:	Frequently	Reaching below shoulder level:	Frequently
Reaching to shoulder level:	Occasionally		

**Sensory requirements:**

Ability to see: Constantly  
Ability to hear: Constantly  
Ability to talk: Constantly  
Ability to smell: Constantly  
Ability to touch: Constantly

**Must be able to deal with these environmental considerations:**

Heat: Has own controls                      Fluorescent lights: Yes  
Odor: Yes                                      Floor may be slippery at times: Tiled areas  
Noise: Yes                                      Working in close quarters with others: Yes, all the time  
Humidity: Occasional                      Working inside: 95% of the day  
Moisture: Occasional                      Working outside: 5% of the day

**This job requires:**

Alertness: Constantly  
Attention to detail: Constantly  
The use of two hands: Constantly  
Recall of names and dates: Constantly  
Ability to work in temperatures down to 30 degrees and up to 105 degrees

**Ability to deal with psychological factors:**

Teamwork: Constantly  
Frustration: Moderate - depends on the time of year  
Repetitive tasks: Yes, signature  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work extended hours as needed: High  
Dealing with upset employees, parents, and community members: Moderate

**Physiologic factors:**

Must maintain a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to re12th-grade grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**