



Job Description

POSITION TITLE: Innovative Lesson Study Support Specialists **JD#4089**
(CERTIFICATED SUBSTITUTE)
Language & Literacy/Continuous Improvement & Support
Educational Services

SALARY PLACEMENT: Substitute Teacher Salary Schedule

SUMMARY OF POSITION:

Under the direction of the Coordinator IV of Early Literacy, Language and Literacy and the Director of Language and Literacy, Innovative Lesson Study Support Specialists provide consistent, high-quality classroom coverage to ensure uninterrupted instruction while teachers engage in coaching, lesson study, data cycles, and professional learning. These specialists serve as trained substitute educators who deliver pre-prepared, standards-aligned lessons across a range of classroom settings, maintaining continuity of learning by implementing rigorous instructional plans, fostering positive classroom environments, and ensuring that all students remain engaged in meaningful academic work during teacher release time. This role plays a critical part in strengthening system coherence by removing barriers to teacher participation in professional learning while safeguarding equitable access to high-quality instruction for all students.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Applicants must possess a valid California Teaching/Service Credential authorizing substitute teaching in general and special education, or hold (or be eligible to obtain) a substitute permit.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to

1. Deliver standards-aligned instruction across grade levels and content areas.
2. Implement pre-prepared lessons while adjusting to support student understanding and engagement.
3. Maintain continuity of learning through clear routines, positive classroom environments, and effective use of instructional time.
4. Build rapport with students and uphold high expectations for inclusive, respectful learning.
5. Use a range of instructional strategies to support diverse learners.
6. Collaborate with teachers and staff to align with classroom goals and priorities.
7. Demonstrate flexibility and problem-solving across varied classroom settings.
8. Participate in professional learning to strengthen instructional practice including topics such as the science of reading and culturally responsive teaching.
9. Follow site and district procedures for classroom management, safety, and operations.
10. Communicate relevant information about lesson implementation and student engagement.
11. Maintain professionalism, reliability, and preparedness for all assignments.
12. Observe all applicable laws, policies, and procedures.
13. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.

3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school or home setting.

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