

**TITLE: TEACHER ON SPECIAL ASSIGNMENT-ENGLISH LEARNERS TK-6**

**WORK YEAR: 185 Work Days**

**EDUCATION AND EXPERIENCE:**

- California Multiple Subject Credential with English Learner Certification
- Minimum of five years of successful teaching experience
- Experience in some area(s) of curriculum development
- Valid California Driver's License

**PRIMARY FUNCTION:**

This assignment will be working as a Teacher on Special Assignment under the direction of the department administrator/manager. The primary responsibility will be to support sites/teachers with the development of strong pedagogical content knowledge and the implementation of effective instructional practices for English Learners in order to increase student achievement.

**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 focusing on students designated as English Learners
- Demonstrate strong pedagogical content knowledge for instructional practices and strategies that support English Learners
- Develop and write curriculum that supports English Language Development and content standards
- Demonstrate an understanding of effective assessment and grading practices
- 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

- 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 needs of English Learners with respect to content and grade level 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 instruction
- Support teachers with the identification and grouping of students based on their specific needs
- Regularly teach targeted intervention lessons to small groups of students who are identified as English Learners 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 ELD instruction as assigned by the supervisor
- This is an itinerant position
- 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

**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
- Ability to drive a personal vehicle to conduct business

**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