

General Description:

Support the development and implementation of district-wide literacy, math, ELL (English Language Literacy), or content area.

Qualifications:

Required:

- Valid California Teaching Certificate
- Minimum of five successful years of experience as a teacher
- Demonstrate expertise in instruction in literacy, math, ELL, or content area.
- CLAD/BCLAD or appropriate English Learner authorization.
- Knowledge of differentiated instruction (Special Education, ELL, GATE, etc.)
- Skill in using technology as an educational tool

Duties and Responsibilities:

- Support the literacy, math, ELL, or content area goal in conjunction with administrators and site staff.
- Analyze literacy, math, ELL, or content area data for the purpose of informing instruction.
- Provides state-of-the-art expertise in implementing research-based instructional practices for teaching literacy, math, ELL, or content area to improve student achievement.
- Observe and coach literacy, math, ELL, or content area instruction.
- Facilitate implementation of literacy, math, ELL, or content area practices at assigned school sites.
- Plan and support the implementation of district-wide, family, and site professional development in conjunction with appropriate staff.
- Work closely with area administrators to improve literacy, math, ELL, or content area instruction in the classroom.
- Facilitate and implement literacy, math, ELL, or content area practices for parent groups.

Knowledge of:

- Effective literacy, math, ELL, or content area instructional practices.
- Assessment instruments and data analysis.
- Principles and practice of effective literacy, math, ELL, or content area instruction, professional development, and leadership.
- State frameworks and current district curriculum materials.
- Categorical programs, special education practices, and uses of technology.
- Knowledge of adult learning practices.

Ability to:

- Plan, organize, coach literacy, math, ELL, or content area instruction, and staff development.
- Demonstrate literacy, math, ELL, or content area techniques and strategies with students and adults.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Motivate staff to implement effective literacy, math, ELL, or content area practices.
- Stay open to new ideas and unlimited possibilities.
- Work independently and interdependently.

Physical, Mental, and Environmental Demands:

Physical:

Sitting, walking level surface, bending, use of both legs; fine coordination, wrist/arm motion, use of all fingers, use of both hands; lift objects 1-15 lbs., carry/push 1-15 lbs.; color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading interpreting codes, laws, policy, calculate, perform routine math process, memorize and recall objects, people, analyze problems, and generate alternatives, reconcile apparent ambiguities, solve multi-variant problems.

Work Conditions:

Office environment. Occasional overtime/shifts variation.

FTA Approved: June 21, 2005

Board Approved: July 12, 2005