

DELANO UNION SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

COMMON CORE RESOURCE SPECIALIST-ENGLISH LANGUAGE ARTS (ELA)

Overall Responsibilities

Provide leadership, expertise and support at the school site level for the effective implementation of Common Core State Standards - English Language Arts in grades 6-8 in order to ensure a high-level of English language and literacy achievement for every child. Provide on-going, job-embedded training and support for teachers in a school to build their capacity and effectiveness in utilizing appropriate reading strategies based on current research and practice. Provide literacy intervention support in the classroom setting through a push-in model during the school day for the purpose of improving literacy achievement levels. Provide necessary pull-out for assessment purposes. Provided services will be supplementary to the district's base line program. Works under the direction of the site administration and does not evaluate any staff.

Specific Responsibilities

1. Collaborates with classroom teachers grades 6-8 to ensure consistency in Common Core State Standards - English Language Arts (CCELA) instruction, assessment and to facilitate problem solving to meet the needs of students.
2. Provides modeling, coaching, and support to 6th - 8th grade English Language Arts (ELA) teachers in the organization, lesson design, instructional delivery, and assessment of exemplary ELA instruction in a balanced literacy classroom. Effective literacy strategies for English Learners, students with disabilities and students with diverse learning needs will be a priority.
3. Plans, researches, and prepares professional development training and workshops appropriate for 6th - 8th grade ELA staff in CCELA skill development and effective instructional strategies.
4. Provides daily, whole class, small group, and/or individualized instruction to identified target students for early literacy intervention support in the 6th - 8th grade ELA classroom setting.
5. Utilizes research-based diagnostic and progress monitoring assessments to evaluate student progress and ability to implement successful ELA intervention strategies to improve student learning.
6. Works closely with site administration in the development and implementation of ELA interventions and CCELA professional development to support school efforts toward enhancing teacher practices and increasing student skills in ELA.
7. Assists site administration and classroom teachers in monitoring the effectiveness of CCELA instruction and intervention through periodic measurements of student progress.

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8. Provides on-site professional development to ensure that teachers are knowledgeable about exemplary classroom practice and possess a deep understanding of CCELA theory for the purpose of building capacity to teach and improve ELA instruction at the school.
9. Serves as a resource in identifying appropriate instructional materials, strategies, and interventions to improve student achievement in ELA for all students including English Learners, students with disabilities and students with diverse learning needs.
10. Participants in collaborative grade level or department meetings, as assigned, to assist in the analysis and utilization of assessment data to improve student achievement in ELA.
11. Prepares forms, records, and reports as directed.
12. Attends meetings and trainings as directed.
13. Maintains professional competence through participation in professional development activities as provided by district, county, state and other consultants.
14. Other related duties as assigned.

Qualifications

Specific knowledge of:

1. Learning and teaching District-adopted curriculum including:
 - Effective ELA assessment and instructional practices in grades 6-8
 - The design and delivery of ELA instruction and intervention
 - A variety of research-based ELA assessments, instructional strategies, intervention approaches and methodologies
 - Common Core State Standards -English Language Arts
 - Curriculum design
 - Effective learning and instructional strategies for English Learners, students with disabilities and students with diverse learning needs
 - Classroom routines
 - Design and presentation of professional development activities
 - Practices that promote increased student learning outcomes
2. Laws, policies and procedures applicable to assignments
3. Successful implementation strategies of the District Mission

Demonstrates Ability to:

1. Model and co-teach for implementation of exemplary instructional practices in the following areas:
 - Develop, organize and present professional development activities
 - Work collaboratively with others
 - Conduct one-on-one instructional coaching with teacher
 - Conduct group observations
 - Help other teachers learn

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- Apply new knowledge
 - Enhance teachers’ abilities to provide ELA instruction that increases student learning outcomes
2. Establish and maintain cooperative and effective working relationships with others to implement an effective balanced CCELA system.
 3. Motivate and lead others.
 4. Document systems and processes.
 5. Provide effective instructional leadership to improve student learning outcomes.
 6. Interpret, apply and explain District, school and program policies, procedures, and regulations as they align to LCAP and/or Site Plan.
 7. Integrate technology into lesson plans and delivery.
 8. Communicate effectively both orally and in writing.
 9. Plan and organize work to meet schedules and timelines.
 10. Analyze situations accurately and recommend effective courses of action.
 11. Maintain paperwork consistently, appropriately and in a timely manner.
 12. Maintain the confidentiality of teachers and students.
 13. Exemplify collegial behavior and a commitment to teamwork.

Education

1. Clear and valid California Teaching Credential.
2. NCLB compliant
3. Authorization to teach English Learners.
4. Advanced course work and/or training in ELA development, intervention and instructional strategies specific to the duties of the job. (e.g. Reading / Language Arts Masters, Reading Recovery, California Reading & Language Arts Specialist Credential or reading Certificate, etc.)

Experience

1. Five years of successful teaching experience in grades 6-8
2. High level of understanding of 6-8 grade ELA instruction and intervention subject matter.
3. Experience working with groups in curriculum development or related fields.
4. Experience working with English Language Learners.
5. Experience in planning and delivering professional development activities.
6. Experience in site/teacher leadership roles (e.g., grade/department lead, BTSA support provider, leadership teams, etc.)

License:

1. Valid California Drivers’ License

EMPLOYMENT INFORMATION

Supervisor's Title: Site Administrator

Unit Membership: Certificated

Current Salary Schedule Placement: 183 days

PHYSICAL DEMANDS IN THE WORK ENVIRONMENT

These physical characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job safely.

1. Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
2. Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including a telephone and a computer.
3. Flexibility and strength to reach with hands and arms, bend and stoop.
4. Ability to hear and understand speech at normal room level, and to hear and understand speech on the telephone.
5. Ability to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
6. Ability to see, read, and distinguish colors, with or without vision aide: computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, policies, calendars, agendas, manual, and other printed matter.
7. Physical strength and agility to push, pull, squat, twist, turn, and lift and carry bulky objects of up to 25 pounds with or without assistance.
8. Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
9. Ability to drive a car
10. High tolerance for continuing stressful situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment. This environment may be expected to include: moderate noise, frequent interruptions, and frequent movement from inside to outside with exposure to elements, stairs, children, moving vehicles.