

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: 4/20/16  
Salary Schedule: #101+02

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT- ENGLISH LANGUAGE DEVELOPMENT (ELD)**

**JOB PURPOSE STATEMENT:**

Under the direction of the Assistant Superintendent of Educational Services, provides instructional support for students, teachers, and leadership and models and coaches teachers in the effective teaching of English Learners in both Designated and Integrated English Language Development (ELD) programs. Serves as a resource to English Learner parents and the community by organizing and providing professional development to increase student achievement and parental involvement.

**JOB FUNCTIONS:**

- Collaborates with teachers and district instructional staff to design lessons and Units of Study that incorporate Designated and Integrated English Language Development
- Designs and conducts professional development sessions and coaches teachers in effective research-based strategies to support English learners; co-teaches in the classroom when needed
- Facilitates the English Language Arts Subject Area Council (SAC) and ensures that policies and procedures developed in SAC reflect the goals in the Local Educational Agency (LEA) plan and Local Control Accountability Plan (LCAP)
- Co-facilitates the District English Learner Advisory Committee (DELAC) and supports site English Learner Leads in planning and implementing successful parent involvement programs
- Works with district and site administration to foster home communication regarding strategies and resources for Limited English Proficient parents to support their child's academic success

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JOB FUNCTIONS (Con't):

- Designs and conducts professional development for parents and students to help students succeed academically
- Effectively uses district student information and assessment systems to analyze and monitor academic success of English Learners to plan and implement interventions
- Assists with document preparation regarding English Learner instructional programs for Federal Program Monitoring
- Uses acceptable communication skills to present information accurately and clearly
- Participates in the facilitation of district staff development programs
- Demonstrates interest and initiative in professional improvement
- Demonstrates behavior that is professional, ethical and responsible
- Compiles, maintains and files all reports, records, and other documents required
- Attends and participates in faculty meetings and serves on staff committees as required
- Possesses proven ability, exemplary performance and demonstrates commitment to improving student achievements
- Possesses an extensive knowledge base in English Learner and instructional pedagogy
- Self-motivates and possesses the communication and personal skills necessary to positively interact with others to produce positive results
- Provides relevant, meaningful experiences that are reflective of the crucial issues and tasks confronting teachers daily
- Plans and organizes work, sets priorities and evaluates accomplishment of goals within established time lines with minimum supervision
- Maintains confidentiality of records, reports, tests, test results and conversations.
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other job related duties as assigned

PHYSICAL ABILITIES:

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- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

PHYSICAL ABILITIES: - continued

- Able to communicate and obtain information in English
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree

Experience:

- Minimum of three (3) years teaching experience
- Bilingual and Biliterate in English and Spanish

Licenses, Certifications, Bonding and/or Testing:

- California Single Subject English Language Arts Teaching Credential with CLAD endorsement
- Possess or obtain a valid California Driver's license
- TB clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Position

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DEVELOPMENT (ELD)

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