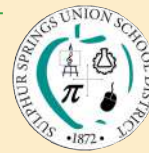




# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 [www.sssd.k12.ca.us](http://www.sssd.k12.ca.us)

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

### Teacher On Special Assignment – English Learners

Teacher on Special Assignment, English Learners, will help monitor, support and coordinate the English Learner Program within the district, and provide professional development opportunities for staff.

#### Position

- The Teacher on Special Assignment will be released from teaching duties during the length of their assignment.
- The Teacher on Special Assignment, English Learners, will work under the direction of the Assistant Superintendent, Instructional Services.
- The Teacher on Special Assignment, English Learners, will monitor and support the English Learners Program for the district.
- The position will be for 186 days over a 12-month period and the salary reflects the regular teacher's salary schedule.

#### Qualifications

- A credentialed classroom teacher in the Sulphur Springs School District
- Demonstrated exemplary teaching ability and possess effective communication skills, subject matter knowledge, knowledge and commitment to District curricular goals and standards
- Ability to work cooperatively and effectively with other teachers and administrators, demonstrated effective leadership skills, and experience in working on school and district committees

#### Major Duties and Responsibilities

This person will be directly responsible to the Assistant Superintendent of Instructional Services or designee:

- Plans, supports and monitors the District English Language Learner Program.
- Gathers required data, prepares accurate reports (SNOR, R30) and helps monitor for project compliance, as set forth in federal, state, and local special programs guidelines in order to meet the Federal Program Monitoring (FPM) process.
- Coordinates and monitors CELDT testing throughout the school year at all sites to include training, ordering of materials, collection of assessments, scoring of documents, and parent notifications.
- Provides ELD support at the site level working with site administration to include coaching of ELD lessons, modeling of ELD lessons, building a strong English Language Acquisition Committee (ELACs), classroom walk thrus, attending RFEP meetings, and suggestions for ELD instructional support materials.
- Supports staff in completing necessary EL documentation such as the District red EL folder, English Learner Matrix, RFEP paperwork, Re-designated monitoring tool, and ELD monitoring tools.

## **Teacher on Special Assignment – English Learners – page 2**

- Coordinates, schedules, and facilitates the activities of the EL Committee and the District English Language Acquisition Committee (DELAC).
- Coordinates, and conducts professional development focused on supporting English Learners which may include SELD training, SDAIE strategies, GLAD strategies, and other research based strategies/teaching practices/programs.
- Functions as a resource to staff and provides in-services and informational programs to staff and community.
- Monitors English Learner data through a variety of tools (Cruncher, aeries Analytics, CDE Dataquest) and provides suggestions on closing the achievement gap which may include interventions, EL Academies, and ELD instruction.
- Plans and support District events that support English Learners such as Estrella Awards, District Conference, Young Authors, and STAR 600 Club.
- Performs other duties as assigned.

### **Desirable Qualifications**

Ability to:

- Analyze problems and arrive at alternative solutions and recommend a course of action in a timely decisive manner
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships

Knowledge of:

- Principles, methods, strategies and techniques for a comprehensive English Learners program
- Organization and educational strategies, methods and techniques

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body Movement**  
Regular activities: Stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand vices over the telephone and in person

### **Teacher on Special Assignment – English Learners – page 3**

- **Lifting Requirements**

Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighting up to 50 pounds.

- **Vision Requirements**

Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

Board Approved: July 17, 2013