

INSTRUCTION AND DATA SUPPORT TEACHER

PRIMARY FUNCTION:

Under the supervision of the Executive Director, Educational Services, shall facilitate and support the development and implementation of a systematic schoolwide approach to multi-tiered interventions and supports; collaborate and build capacity with site leadership teams and administrators to effectively use assessment data to drive instruction and establish a model for continuous student improvement; provide direct training, coaching and support for teachers with interventions and curriculums at the site and district level.

Professional Responsibilities

1. Provide leadership that creates a clear, compelling vision.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.
6. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Deliver comprehensive, balanced professional learning in the areas of student assessment, data analysis, targeted intervention and progress monitoring.
2. Actively participate in professional learning to enhance personal skills in leadership, coaching and professional practice.
3. Guide teachers, administrators and support staff in the implementation of evidence-based interventions, instructional practices, methods, materials and technology that result in improved student achievement.
4. Guide individual teachers, administrators and support staff through the process of data-driven instruction and decision making.
5. Serve as a member of a site leadership team, working to align district and site goals and to assist in the evaluation of student data in support of effective school improvement planning.
6. Lead site teams and administrators in the evaluation of student work, both formative and summative, for the purpose of utilizing assessment results to drive instructional planning and promote student growth and achievement.
7. Model effective, differentiated instruction.
8. Maintain awareness of current educational trends and developments through professional literature, attending conferences, site and district meetings, and staff development opportunities.
9. Engage in a variety of stakeholder groups as needed (for example: DELAC, DAC, DSC, CSC, CAC).

10. Participate in professional learning both during and outside the contract day. (PL outside the contract day will be compensated at the CBA agreed-upon rate.)
11. Implement a collaborative coaching and learning approach.
12. Demonstrate both content and instructional expertise particularly in reading, writing and/or math.
13. Through a collaborative model of observation, conversation and lesson demonstration, promote quality instructional practices.
14. Actively participate in regular staff meetings, PLCs and coaching meetings at school sites and with Learning Support.
15. Work collaboratively and communicate effectively with teachers and leadership to ensure implementation of a rigorous, relevant curriculum and instructional practices that will increase student learning and achievement.
16. Assist sites in designing and monitoring systems of support for students in Tiers 1, 2, and 3.
17. Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.

Other Duties and Responsibilities

1. Perform any and all other duties as assigned by the Executive Director, Educational Services, or designee.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, performance and ability to communicate effectively.

EXPERIENCE:

- Three years of teaching experience.
- Experience with student assessment, data analysis and best instructional practices.
- Experience in providing staff development preferred.

EDUCATION/CREDENTIALS:

One of the following:

- a. Valid California Multiple Subject Teaching Credential with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment; or
- b. Valid California Single Subject Teaching Credential with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment; or
- c. Valid California Education Specialist Instruction Credential Mild/Moderate with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment; or
- d. Valid California Education Specialist Instruction Credential Moderate/Severe with EL Authorization/CLAD or appropriate equivalent credential(s) and authorization(s) for assignment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Interpersonal skills using tact, patience and courtesy
- Evidence-based curriculum and interventions in the areas of reading, writing and mathematics
- Principles, theories, techniques and best practice strategies pertaining to the teaching and instruction of struggling learners
- Technology, including computers, computer programs, web-based assessments, intervention curriculum and multimedia devices
- Educational equity

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain cooperative and effective working relationships with colleagues, administrators and support staff
- Maintain confidentiality and use of discretion
- Use calendaring and other organizational tools for effective time management

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment; subject to driving to conduct work

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students
- Hearing and speaking clearly to exchange information and make presentations
- Lifting books, materials and equipment to execute presentations or lessons
- Seeing to read, prepare and review a variety of activities and to monitor staff/student activities
- Sitting or standing for extended periods of time
- Walking extended lengths to move around campus

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluid