



JOB DESCRIPTION
TEACHER ON SPECIAL ASSIGNMENT, PREK-3 INITIATIVES
Elementary Certificated Salary Schedule (187 Days) - Temporary Position

DEFINITION: Under the direction and supervision of the Deputy Superintendent, Educational Services, coordinates and facilitates PreK-3 instructional programs and initiatives. Assists in the planning, development, and implementation of Board Policies and strategies for achieving District goals and objectives and to other related functions as directed.

DIRECTLY RESPONSIBLE TO: Director of Elementary Education

EXAMPLES OF ESSENTIAL FUNCTIONS:

The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete list of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Coordinate and facilitate PreK-3 Early School Success Initiative
- Support PreK-3 ESSI sites with data analysis, goal identification, and plan development
- Lead PreK-TK PLC to support district alignment
- Provide guidance to each site with implementation of cultural proficiency plan
- Provide and communicate data reports in accordance with grant requirements
- Ensure that the MCF requirements and timelines are met across all P3 sites
- Serve as a District liaison in working with community partners and MCOE to improve services for PreK-3 students
- Assist and support school sites with the coordination of learning and equity walks and instructional rounds
- Assist with Head Start and State Pre-school Professional Learning Communities (PLC) to create alignment with District instructional programs
- Assist with the planning, implementation and monitoring of the District's Master Plan for English Learners
- Represent the district at local, regional and state English learner meetings, task forces, and other functions related to English Learners
- Assist with planning, monitoring, and implementing all district services related to English learner programs, including translation services
- Keep current on research and state/national information regarding English learners in order to support the Director of Elementary and Secondary Education in the implementation of best practices
- Assist with development and implementation of innovative instructional programs for English learners
- Assist with facilitating the English Language Advisory Committee meetings as well as other district committees

- Assist with the coordination of District parent education programs and parent outreach

EDUCATION/ TRAINING AND EXPERIENCE:

- Valid Teaching Credential
- Bachelor's Degree required, Masters and/or Doctoral Degree (desired)
- Experience working with diverse populations of students
- Five years of successful elementary teaching experience
- Demonstrated teacher leadership ability
- Standard employment clearances and valid California's Driver's license

PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands, some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is performed in an office environment.

Board Approval: