



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: ATC Program Lead

REPORTS TO: Director of Special Education or Designee

CLASSIFICATION: Certificated

SITE: District Schools

SALARY: \$800 Stipend

WORK YEAR: 187 Days

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE:

SUMMARY:

An Adult Transition Curriculum (ATC) Program Lead in the San Mateo Union High School District is a classroom teacher who has been delegated by the Director of Special Education and annually approved by the Board of Trustees to perform instructional leadership functions within a prescribed subject area program.

ESSENTIAL FUNCTIONS:

- Provide leadership within the program/school in curriculum and instruction.
- Manage program resources such as materials, supplies, books, and equipment.
- Attend and serve on District councils, committees and meetings as appropriate.
- Attend workshops and conferences and promote professional growth activities for department members.
- Assist teachers new to the profession in developing teaching proficiency.
- Communicate appropriate information to department members.
- Engage in regular peer mentoring with each department member and communicate feedback as appropriate.
- Provide opportunities for the exchange of ideas regarding instructional methods and departmental resources.
- Recommend to the Director a proposed program schedule of classes and the assignment of program personnel.
- Establish annual instructional goals in consultation with the principal.
- Assist the Director or designee in screening, selection, and orientation of personnel in his/her department at the Principal's discretion.
- Assist program with current instructional developments (philosophy, practices, materials).
- Cooperate with partner feeder schools and area vocational programs toward the development of an articulated instructional program.
- Coordinate curriculum evaluation within the department.
- Represent the program in the formulation of school policy related to program area.
- Work with Director on departmental budget.

- Receive and distribute program correspondence, direct to Director as needed.
- Plan and conduct program meetings.
- Other related job duties as assigned.

QUALIFICATIONS: Education/Training Experience

- Valid and appropriate secondary teaching credentials
- Current EL Authorization
- Extensive teaching experience in the subject field preferred.

EVALUATION:

- Annually by Director of Special Education or designee.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

EQUAL OPPORTUNITY EMPLOYER

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

[SMUHSD Diverse Workplace Profile](#)

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.