

DRAFT

LA CANADA UNIFIED SCHOOL DISTRICT
Locator No. 1.33

POSITION DESCRIPTION
June 2016

ELEMENTARY ASSISTANT PRINCIPAL

DEFINITION

Under the supervision of the Elementary School Principal, the Elementary School Assistant Principal is responsible for assisting with instructional leadership, organizational relationships, community leadership, and assisting in the management and operation of the elementary school. The Elementary School Assistant Principal also assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards amongst students and staff.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Student Contact

- Serves as an authority figure and a support to principal or staff in supervision and discipline of students on campus.
- Provides appropriate campus supervision and monitors climate that encourages orderly conduct by students.
- Assists with extra-curricular student activities appropriate to an elementary school.
- Supervises the site GATE program for the district.

Staff Support

- Provides support to new teachers.
- Works with K-6 teachers individually, in small groups, or in large groups to improve academic achievement.
- Leads/participates on the Student Study Team (SST) and 504 meetings as appropriate.
- Participates in IEP meetings as appropriate.
- Participates in parent/teacher conferences as appropriate.
- Supports principal in oversight, training, and evaluation of paraprofessional staff.
- Serves as the site coordinator of state standardized testing (CAASPP).
- Participates in grade level and team leaders meetings and serves on IPG.

Curriculum

- Assists with staff development and training as appropriate, including assisting staff members in curricular and instructional techniques.
- Demonstrates leadership and support of the educational/administrative philosophies of the school and district.
- Demonstrates leadership in the implementation of site and district LCAP goals.
- Supports principal in evaluation of certificated staff.

Decision Making Groups

- Assists with LCAP Council and other parent/community groups as appropriate.
- Serves as a member of various school and district committees.
- Serves as a member of the Parent GATE Advisory Committee.

Resource Support

- Administers the School Site Safety Plan.
- Administers the schoolwide disaster plan.
- Assists in maintaining a safe and healthy school environment.
- Assists teachers with acquisitions and use of appropriate books, supplies and equipment.

Parent and Community Contact

- Works with parents to answer questions related to their child's school experience.
- Serves as a resource to parents and community groups.
- Organizes and leads parent and/or group meetings.
- Conducts school tours as appropriate.
- Orients new students and families to school campus.

Other Duties

- Acts for the principal in his/her absence and by his/her designation.

QUALIFICATIONS GUIDE**Knowledge of:**

- Child development
- Cultural differences in students
- District policies, procedures, rules and regulations
- Organization and time management
- General procedures and process of the development and implementation of IEPs and Section 504 plans
- District and State regulations for GATE and ELD
- Current and effective teaching strategies
- Curriculum development
- Current educational research and innovative practices

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Work effectively and efficiently with all levels of district personnel, students, parents, and public.
- Maintain confidentiality.
- Exercise tact and good judgement in disseminating information
- Be innovative and flexible.
- Be self-directed.
- Work effectively without close supervision.
- Understand and carry out oral and written instructions.
- Issue understandable instructions.
- Maintain cooperative working relationships with supervisor and others contacted in the course of work.
- Present a positive image of the district and its operation to the public.
- Establish a rapport with students, teachers, and parents.
- Maintain discipline in all settings in which students are present.
- Work with a variety of behavior and academic levels.

Degrees/Credentials/Experience

Masters Degree (advanced degree preferred)
California Administrative Services Credential
California Teaching Credential-Multiple Subject
Five years of successful elementary teaching experience

Other:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

LA CAÑADA UNIFIED SCHOOL DISTRICT

ELD Lead Teacher (Secondary)

I. Definition

Under the supervision of the Chief Director of Assessment and Research/CALPADS, the ELD Lead Teacher will assist English Learner students in their acquisition of the English language. An application, interview and selection process shall be used to select the ELD Lead Teachers (one for students at 7/8 and one for students 9/12). Selections shall be made through the regular LCUSD interview panel protocol, which includes LCTA representatives and LCUSD administrators.

II. Duties and Responsibilities

Under the general direction of the Principal or designee, the duties and responsibilities of the ELD Lead Teacher are as follows:

- Teaches homeroom or STEP exclusively for English learners two times per week.
- Participates in CELDT/ELPAC training annually.
- Assists with CELDT/ELPAC testing and scoring.
- Collaborates with counselors to meet EL student needs.
- Conducts analyses of student performance to differentiate instruction during homeroom or STEP.
- Shares CELDT/ELPAC student performance results with ELD or general education teachers.
- Provides documentation for LCAP metrics.
- Monitors completion of quarterly ELD Progress Reports.
- Helps to design schedule of paraprofessional to meet students' needs throughout the school day.
- Directs paraprofessional work in concert with other general education teachers.
- Arranges for translation at parent meetings and school-wide parent events as needed.
- Attends, participates and/or leads when appropriate at ELAC meetings.
- Assists with communication between EL parents and LCHS.
- Distributes program information or announcements to administrators, teachers and parents.
- Assists ELD teacher with organizing and conducting the ELD Writing Assessment.
- Reviews EL results on multiple measures for reclassification to fluent status.
- Attends IEP meetings of EL's who may qualify for alternative reclassification.
- Monitors ELD files and completes paperwork as needed.

III. Length of Assignment
One School Year

IV. Qualifications

- Current LCUSD credentialed teacher
- Previous experience in working with English Learners
- Strong interest in working with English Learners
- Strong pedagogy in delivering ELD and core instruction to students in grades 7-12
- Ability to differentiate instruction to students acquiring a new language

V. Able To

- Demonstrate enthusiasm for working with English Learners
- Demonstrate strong communication skills, both orally and in writing
- Demonstrate proficiency in best instructional practices for teaching English Learners
- Attend evening meetings for parents of English Learners
- Demonstrate knowledge of differentiation of instruction
- Demonstrate professional rapport with colleagues
- Demonstrate strong collaboration skills

VI. Physical Demands

- Requires ability to stand, sit, walk, reach overhead, push and pull
- Requires hearing and speaking to communicate and provide instruction to students

Mandy Redfern
LCTA

7/11/16
Date

Dr. J. B. Davis
LCUSD 7-11-16

Date of Board Approval