

BUENA PARK SCHOOL DISTRICT

PROGRAM SPECIALIST – TEACHER ON SPECIAL ASSIGNMENT

DEFINITION

PRIMARY FUNCTION

The Teacher Specialist, under the supervision of the Director of Curriculum and Instruction, is primarily responsible for the planning and implementation of categorically funded, English Language Learner and/or compensatory education programs, including multi-tiered interventions and administration of State and district assessments. The specialist is also responsible for developing parent involvement and staff development activities, budget oversight for categorical funds, and compliance monitoring. In proportion to sources funding the position, the specialist will assist the principal in all categorically funded program planning and coordination tasks

EXAMPLES OF DUTIES:

- Assists with the planning and implementation of the Local Control Accountability Plan.
- Assists classroom teachers in English Language Development (ELD) instruction, including academic language development, through knowledge of appropriate learning activities and the Board of Education approved course of study.
- Assists classroom teachers in implementation of multi-tiered systems and support (MTSS) aligned to the California State Standards including academic and behavior expectations.
- Supports the school principal in the planning, organization, implementation, and evaluation of programs.
- Researches and recommends the use of instructional materials designed to provide support to the instructional program for students served by supplemental funds, federal funds, and grant funds, particularly students who are foster/homeless, English learners, and/or socio-economically disadvantaged.
- As appropriate, provides individual and/or small group instructional support, where appropriate, to ensure equitable access to the core curriculum for all students.
- Assists with administration of State, district and site assessments.
- Monitors and evaluates the progress of re-designated fluent-English proficient students and long-term English learners; developing catch-up intervention plans as needed.
- Participates in Student Study Team/Individual Education Program meetings for all students.
- As assigned or directed, provides support to assist with the administration of school improvement activities.
- Works closely with assigned site principal and instructional personnel in the fulfillment of instructional goals; and reviews, analyzes and evaluates targeted students' history, background, and assessment in order to assist with appropriate interventions.
- Coordinates CALPADS data collection at assigned school(s) under CALPADS Supervisor.

- Monitors and maintains program compliance with all categorically and non-categorically funded programs.
- Assists site administrator and staff with development, implementation, and evaluation of the Single Plan for Student Achievement aligned to the district's LCAP.
- Assists with School Site Council, English Language Advisory Committee, and Title I Advisory Committee and the planning and implementation of parent education/participation programs.
- Attends District English Language Advisory Committee meetings.
- Coordinates/participates/presents staff development for teachers and educational assistants
- Communicates program responsibilities and other information including compliance items to school principal, staff, and parents, regarding LCFF, Title I, Title III and other categorically funded programs.
- Works cooperatively with other District personnel to ensure articulation between categorical programs and other school site programs.
- Assists with planning and monitoring of the categorical budgets.
- Maintains, monitors and reports student progress and achievement.
- Adheres to all State, district and site deadlines.
- Prepares reports as needed.
- Assists with supervision of students as needed.
- Attends monthly Teacher Specialist meetings.
- Collaborate with parent groups.

OTHER DUTIES:

Perform other duties as assigned.

QUALIFICATIONS:

- Credential: Valid California credential authorizing service as an elementary/secondary teacher.

EXPERIENCE

- Successful teaching experience as an elementary/secondary classroom teacher. Minimum 5 years teaching experience.
- Specific knowledge in the areas of individualized instruction, testing and diagnosis, methods of remediation in areas with special funded programs for economically disadvantaged and/or minority culture children.
- It is desirable that a successful candidate has written and oral proficiency in a second language in addition to English.

ABILITY TO

- Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

PHYSICAL DEMANDS:

Employees in this position must have ability to:

- Sit for extended periods of time.
- Work with Educational materials and objects, enter data into a computer terminal, operate standard office equipment, and use a telephone.
- See and read a computer screen and printed matter with or without visual aids.
- Hear and understand speech at normal room levels and understand speech on the telephone.
- Speak in audible tones so others may understand clearly in normal conversations, in training sessions and other meetings.
- Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
- Drive a car.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.