



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: District Long-Term English Learner Coordinator
(Teacher on Special Assignment – TOSA)

REPORTS TO: Manager of English Learner & Academic Support Programs

CLASSIFICATION: Certificated **SITE:** District Office

SALARY: .4 FTE **WORK YEAR:** Teacher Work Calendar
+ 5 Days

APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:** July 1, 2022

ESSENTIAL FUNCTIONS

- Support the district's equity mission and vision; racial equity policy; and MTSS efforts by working directly with teachers to strengthen and transform classroom practices and content as needed, with an emphasis on the development and support of instructional shifts towards anti-racist classrooms. This includes the following key components:
 - a. Development of an antiracist instructional framework
 - b. Identify and model high-quality anti-racist classroom practices
- Collaborate with the ELD Coordinator and the Manager of English Learner & Academic Support Programs to address the academic language acquisition needs of Long-term English Learners
- Collaborate with other district TOSAs, lead the *Constructing Meaning* professional development efforts across the District and content areas
- Provide leadership, direct support (curriculum, instruction and assessment planning, coaching and modeling) to teachers of Academic Language Development (ALD) and other classes focused on developing the language acquisition of Long-Term English Learners (LTELs). In addition, facilitate development and implementation of Courses of Study aligned to the ELA/ELD Framework for ALD courses
- Collaborate with the ELD coordinator and the Manager of English Learner & Academic Support Programs to support the implementation of the ELA/ELD Framework
- Collaborate with the Manager of English Learner & Academic Support Programs and the EL Specialists to monitor LTEL student progress through Ellevation.
- Collaborate with the Manager of English Learner & Academic Support Programs and the EL Specialists to oversee the reclassification process
- Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices to teachers across the District.
- Support and develop with other District coordinators and administrative leaders as needed.
- Collaborate with the Manager of English Learner & Academic Support Programs to oversee the effectiveness of programs and PD focused on LTELs through data analysis and reporting – for both the Local Control Accountability Plan and internal stakeholders.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

Qualifications (Minimum)

Education/ Experience

- Five years or more of experience teaching classes with concentrations of LTEL students at the secondary level; (preferred if have taught ALD, ELD, SES, and/or AVID)
- Trained in Constructing Meaning and experience having led formal professional development/adult learning.
- Strong knowledge of the ELA/ELD standards and the State of CA EL Roadmap.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy /curriculum & instruction.
- An understanding of and commitment to anti-racist teaching/pedagogy and *cultural proficiency*.
- An understanding of and effective strategies for formative assessment practices.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

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 other 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.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

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.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

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.