



**TEACHER – ENGLISH LANGUAGE ARTS (ELA) SPECIALIST
Alternative Education**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Accountability Specialist

ESSENTIAL FUNCTIONS:

1. Provide direct support to instructional staff through campus visitations, observations, and professional development workshops.
2. Assist in the identification and implementation of appropriate ELA curriculum to meet the needs of the various student ability levels represented by the program.
3. Collaborate with other teachers, paraprofessionals, site level administrators, and other appropriate instructional staff to coordinate the assessment and monitoring of student progress.
4. Provide direct instruction to small groups of targeted students as needed.
5. Model common core aligned ELA lessons designed to improve student achievement.
6. Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in middle grades and secondary education.
2. Demonstrate personal characteristics that are conducive to good communication and self-management.
3. Willingness to abide by the rules and regulations of the Kern County Superintendent of Schools in a professional manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Interest in and knowledge of best practices in curriculum, instruction and assessment in the ELA content area, as evidenced by prior professional experience.
2. Ability to assist teachers in planning and delivering effective instruction, including the art of collaborative practices around the topics of data analysis and best practices for student learning.
3. Ability to express oneself effectively, both verbally and in writing.
4. Possession of a broad range of pedagogical skills.
5. Ability to make decisions based on a sound educational philosophy and current educational research.
6. Ability to establish appropriate positive working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter Training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a valid California single subject English Language Arts teaching credential.
2. Authorization to teach English learners preferred.

B. Experience:

1. Minimum of five (5) years of recent successful experience in classroom teaching in ELA, preferably with “at-risk” youth.
2. In-depth knowledge of the ELA common core standards.
3. Leadership experience in providing teachers with the skills and knowledge for effective design, implementation and evaluation of instructional programs.
4. Experience in analyzing assessment data for the purpose of guiding instruction.

TS: gs

10/18/17

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