

## TWIN RIVERS UNIFIED SCHOOL DISTRICT

### **POSITION TITLE: ACCELERATED STUDENT ACHIEVEMENT PROGRAM SPECIALIST**

Range: Certificated Salary Schedule 2

#### **PRIMARY FUNCTIONS**

Perform a variety of professional duties and provide technical assistance to sites for the management of state and federal categorical, English Learner (EL) and Standard English Learner (SEL) programs. Assist staff and parents in planning, developing, implementing, monitoring, and evaluating site academic activities which meet specific pupil needs consistent with the purposes and goals of Program Improvement.

#### **ESSENTIAL JOB FUNCTIONS**

- Provide technical assistance to the schools for management of state and federal categorical programs, including EL and Standard English Learner (SEL) programs.
- Assist site committees with the development and annual updates and evaluations of site plans related to categorical/EL programs, including the Comprehensive Plan for Student Achievement, GATE Plan, Parent Involvement Plan, etc.
- Serve as a resource/liaison between the sites and the District Accelerated Student Achievement (ASA) Department.
- Assist with in-service and support programs for certificated and classified staff to improve their effectiveness in meeting the special needs of minority language and at-risk students.
- Provide assistance to sites for accessing, tracking, and interpreting data and generating reports related to site categorical/EL programs and Program Improvement activities.
- Provide assistance, guidance, and training for parental involvement activities and site committees, meetings, and activities required for compliance with state and federal regulations, including but not limited to school site councils, school advisory councils (SACs), and ELAC.
- Work collaboratively with site/district administration, school site staff, parents, and community to implement site plans and projects.
- Attend professional development and training to maintain current knowledge of categorical/EL programs, and Program Improvement.
- Assist in the continued enhancement of the management of Twin Rivers Unified District by modeling appropriate behavior for and toward students and staff, and by displaying professional conduct and appearance at all times.
- Perform other related duties as assigned or required.

#### **QUALIFICATIONS**

##### *Knowledge of:*

- Current practices to improve student achievement, second language and standard English acquisition.
- State and federal categorical/EL programs.
- Curriculum design, planning, development, implementation and evaluation.
- Compliance issues and accountability practices related to categorical/EL programs.

##### *Ability to:*

- Provide leadership and stimulate and motivate cooperative team efforts.
- Facilitate staff development and other projects.
- Establish and maintain cooperative relationships with students, program personnel, parents, vendors, co-workers, and the public.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

**POSITION TITLE: ACCELERATED STUDENT ACHIEVEMENT PROGRAM SPECIALIST**

Page 2

- Establish and maintain cooperative working relationships.
- Understand and carry out assigned work with minimal supervision.
- Learn and use technology and computer software applications as appropriate to the work environment.

**EXPERIENCE & EDUCATION**

Multiple/Single Subjects Credentials or credentials of equivalent authorization issued by the CCTC required. CLAD required. Previous experience working at a school site in a bilingual, ELD/SDAIE or language acquisition program (s), preferred. Previous experience relevant to state and federal categorical programs preferred. Previous experience in leadership and/or coaching preferred.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office work environment and include visitations to the sites.

*Physical Abilities:*

The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment.

Bend at the waist, kneel, or crouch.

Sit or stand for extended periods of time.

Climb a stool or ladder and reach above shoulders.

**LICENSE**

Possession of a valid California Drivers' License and current proof of insurance are required.