

## **Early Language and Literacy Designee-Lead Teacher – Duties**

*In order to qualify for the ELLP coordinating differential\*, Early Language and Literacy Designees must serve grades K-2, and must also commit to attending all required PD.*

*Additionally, Early Language and Literacy Designees will provide support to their school site colleagues and students. Below are examples of practices the ELLP Designee will engage in and promote:*

- **Attend all Designee PD opportunities and network meetings, with the goal of sharing the learning at site.**
- **Work with school site leadership team and teachers to strategically align school resources (staff, instruction, time, grouping) to best serve student needs.**
- **Analyze data and student work, help create and maintain data walls, and collaborate in data dialogues at sites to organize for instructional grouping and lesson planning.**
- **Engage in self-study with resources in the online PD repository.**
- **Plan with leadership team at site to design and implement a PD series for site teachers, differentiated for their needs.**
- **Support site TA's in literacy pedagogy, with a focus on high impact strategies.**
- **Meet with parents of students in primary grades to promote and support language and literacy development in the home.**
- **Videotape data dialogues and effective lessons to share good work in the PD catalogue.**
- **Maintain logs and records (provided at launch PD in October and November 2019) to demonstrate fulfillment of the responsibilities of the Designee.**
- **Maintain frequent dialogue and updates with Principal.**
- **Stay current with email from LD and DOI PD coordinators.**
- **Maintain required documentation and logs.**

*\*ELLP Designee differential or Designee-teacher team: LAUSD employees may not be paid more than one coordinating differential at a time. One ELLP differential per site max.*

# Division of Instruction – EARLY LANGUAGE & LITERACY PLAN 2019-20

## ELLP Designee Duties (p.1) and DIFFERENTIAL CERTIFICATION Form (p.2)

### Certification of Completion of Requirements for Differential

Upon completion of each SEMESTER of service of the Early Language & Literacy Designee at your school site:

- Print a copy of your ELLP Designee worklogs for administrator verification of fulfillment of designee responsibilities.
- Scan and email completed form to [jnb1898@lausd.net](mailto:jnb1898@lausd.net) by January 24, 2020 (for first semester) and **by June 15, 2020** (second semester).
- ELLP Differential funding is for the 2019-20 fiscal year. Forms received after June will not be processed.

**DOI PAYS THE DIFFERENTIAL – NO ACTION IS REQUIRED BY TIME REPORTER AT YOUR SITE.**

The following employee has served in the capacity of Early Language and Literacy Designee.

Local District (circle) <b>NW NE C E S W</b>				School Site		Location Code	
Designee's Info (print):	First			Last			
	LAUSD Email @lausd.net				Cell Phone		
	Employee Number		Designee's Job Title		Designee to receive ELLP coordinating differential*? Yes No		
<input type="checkbox"/> <b>Designee confirmation:</b> By signing below, I confirm my understanding of the requirements of the Early Language and Literacy Plan Designee as set forth on page 1 of this document, and am carrying out those responsibilities on behalf of the students and staff of my school site. <b>I understand LAUSD employees are not permitted to receive more than one coordinating differential at a time.</b>							
Date				Designee's Signature			

**Principal's confirmation of ELLP fulfillment of responsibilities and eligibility for semester stipend:**

I have reviewed the required duties of the ELLP Designee and I verify that the employee above has fulfilled the responsibilities of the Early Language and Literacy Designee as set forth in this document. I understand that a copy of this documentation is to be kept on file at this location with other payroll records for a minimum of five years.				
Designee's name (print):	First & Last		Employee #	Dates/Term of Service
Principal's name (print):	First	Middle	Last	
School Site		Principal's email address  @lausd.net		
Date		Principal's Signature		