**School Name**

**CATEGORICAL PROGRAM ADVISER-TITLE I COORDINATOR (0704)**

 (# Position)

Posting Date: XX/XX/20XX

Assists the School Principal to maintain a comprehensive, instructionally effective and compliant Title I Program that accelerates the academic achievement of students. During the school day, the duties performed by the Categorical Program Adviser / Title I Coordinator must be direct services to the Title I Program.

**Primary Duties/Responsibilities:**

* Provides demonstration lessons that involve the direct instruction of pupils and classroom intervention.
* Models, teaches, and guides teachers and students in the implementation of compliant state adopted curriculum.
* Assists with the planning and organization of meetings to provide feedback and engage in collaborative discussion with students around possible next steps to inform future instruction.
* Provides direct feedback to students throughout the learning cycle in order to ensure learner agency and academic rigor.
* Facilitates grade-level meetings to provide feedback and engage in collaborative discussion with students and teachers to analyze data and review student work.
* Organizes and leads intervention program staff development for teachers, paraprofessionals, parents, and volunteers.
* Develops and maintains appropriate information systems related to electronic and paper files as they relate to the Title I program.
* Coordinates the writing of compliance documents such as the School Plan for Student Achievement (SPSA).
* Prepares notices, documents, and other communication related to the Title I program.
* Prepares surveys/reports required by Federal, State, and District related to Title I.
* Responds to requests for information and develop training materials resources.
* Provides opportunities for family and community education.
* Engages community and family members and involves them in leadership opportunities.
* Performs other duties as assigned in accordance with the District/UTLA agreement and allowable under the federal award.

**Salary: Teacher Salary (T) Table; C Basis + Differential; 204 paid days, 8-hour onsite obligation**

* In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
* For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
* Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6520.**

* Five (5) years of successful full-time public school certificated service as a teacher
* A valid Clear California teaching credential authorizing K-12 service
* English Learner Authorization
* English Language Development Authorization:
	+ Full English Learner Authorization (BCLAD, BCC, CLAD, LDS)
	+ Embedded English Learner Authorization (ELA1, CLAD, BCLAD)
	+ Supplementary Authorization in English as a Second Language
	+ Emergency CLAD Permit

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

* Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
* Knowledge of and ability to conduct plan, design and implement differentiated professional development.
* Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
* Knowledge and experience with MyData, ISIS, MiSiS and other District reporting and tracking systems.
* Ability to use technology and access data to inform instruction.
* Ability to compose and comprehend written communication.
* Ability to work collaboratively with teachers, parents and administrators.
* Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
* Poise, tact, good judgment, and commitment to the education of all students.

**District Information:**

* **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
* **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**
* **Position may require travel to sites and locations throughout the District.**

*Assignment Limitation: The Categorical Program Adviser position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years*.

**Application Procedures:**

Interested applicants must submit the following:

1. Cover letter that describes qualifications for this position and successful experience in the following areas:
* Assisting in conducting student and program evaluation activities
* Conducting parent and family engagement workshops
* Reviewing student data to inform instructional practice
1. Current resume (include LAUSD employee number)
2. List of three (3) references that includes the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

**Submit application materials to:**

School Name

Attn: Name, Job Title

Street Address

City, State, Zip Code

Phone Number

Application materials may be sent electronically to \_\_\_\_\_\_@lausd.net. In the email subject line please indicate the following: “Time Sensitive – **Categorical Program Adviser-Title I Coordinator** Application”.

**DEADLINE: Weekday, Month XX, 20XX - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**