**School Name**

**MIDDLE SCHOOL-COLLEGE AND CAREER COORDINATOR**

Non-Classroom Assignment, Preparation Salary Table (0706)

(# Position)

Posting Date: XX/XX/20XX

Supports schools in identifying achievement gaps, informing intervention and support, assisting the roll-out of English Language Arts (ELA)/English Language Development (ELD), accessing instructional technology resources accompanying the ELA/ELD materials being utilized, and providing a bridge of support for at-risk middle school students in transitioning into high school.

**Primary Duties/Responsibilities:**

* Provides demonstration lessons that involve the direct instruction of pupils in ELA/ELD.
* Provides professional development for principals, school teams, and teachers on intervention strategies, accessing technological resources accompanying the adopted ELA/ELD instructional material, and differentiated instruction utilizing the new ELA/ELD adoption.
* Facilitates learning management systems for lesson collaboration.
* Provides targeted and differentiated support and coaching to teachers on intervention, research-based instructional strategies, and accessing technological resources accompanying the adopted ELA/ELD instructional material.
* Facilitates the student transition from middle school to high school through supporting articulation and providing a positive transition between middle and high school to mitigate challenges and address the needs of all at-risk students (e.g., English Learners, Standard English Learners, students with disabilities, socioeconomically disadvantaged students).
* Provides training to school staff on data to inform instruction and address achievement gaps in an effort to enhance learning and engage at-risk students.
* Analyzes various data sources to identify early alerts and collaborate on the design of intervention to meet needs of at-risk students.
* Utilizes data on grades, attendance and behavior to guide dropout prevention and intervention efforts.
* Implements a multi-tiered behavior and academic support system to close the achievement gap, eliminate drop-outs and provide equity and access for at-risk students.
* Provides direct feedback to students throughout the learning cycle in order to ensure learner agency and academic rigor.
* Uses early alert system to identify at-risk students, especially during transitional stages between elementary, middle and high school.
* Works collaboratively with region and school staff to plan for and implement literacy/English language arts instruction, access strategies and multi-tiered systems of support for all at-risk students, including foster youth and other targeted student populations.
* Provides feedback and engage in collaborative discussion with academic counseling and other support service personnel to monitor/support the completion of Individual Graduation Plans for middle school students.
* Models, teaches, and guides teachers and students in differentiated instructional practices utilizing newly-adopted ELA/ELD materials.
* Performs other duties as assigned in accordance with the District/UTLA agreement.

**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 in English OR Clear base California teaching credential with authorizations which permits teaching in the subject area of English appropriate for the grade level span of the assignment:
	+ Supplementary Authorization in English (requires 20 semester units of eligible coursework)
	+ Introductory Subject Matter Authorization in English (requires 32 semester units of eligible coursework)
	+ Limited Assignment Permit in English
* 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 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 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, and 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 Non-Classroom Assignment, Preparation Salary Table 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:
* Add supplemental area
* Add supplemental area
* Add supplemental area
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 – **Middle School-College and Career 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.**