



# RIALTO UNIFIED SCHOOL DISTRICT

## DISTRICT LEAD ELA STRATEGIST

### Job Description

#### DEFINITION

Under the supervision and direction of the Lead Academic Agent: Interdisciplinary Studies and Humanities, the District Lead ELA Strategist is responsible for assistance with curriculum development, developing & refining scope and sequence and ongoing professional development with teachers, Teachers on Special Assignment (TOSAs), parents and administrators. The District Lead ELA Strategist will collaborate with the Lead Academic Agent as necessary to assist with literacy and implementation of the literacy plan. The District Lead ELA Strategist will help sites build capacity to promote increased academic achievement in literacy for all students.

#### ESSENTIAL DUTIES

- Assist with the development and refining of curriculum, scope and sequence, assessment, and other curriculum development processes.
- Design and provide ongoing professional development to ensure that teachers, TOSAs, and administrators are knowledgeable about teaching the English Language Arts (ELA) state standards using State and district defined instructional practices.
- Design and provide ongoing professional development to parents on Literacy and home reading routines.
- Acquire knowledge of research based instructional strategies and pedagogies, particularly those of the District focus.
- Provide support and assistance to teachers, TOSAs and administrators in the area of Language Arts through:
  - \*Monitoring and Analysis of data
  - \*Professional Development
  - \*Collaboration with other TOSAs
  - \*Organizing training and follow-up
  - \*Classroom visits
  - \*Demonstration Lessons/modeling
- Serve as a knowledgeable resource of the California ELA Standards, California ELA/ELD Framework, and District Adopted ELA Programs which may include:
  - \*Components of a Balanced Literacy Program
  - \* Interventions
  - \* Integration of Instructional Technology
  - \* Teaching Strategies
- Assist sites in developing well-defined goals for improved instruction and monitoring of student progress in English Language Arts.
- Performs other duties as assigned related to the scope of this job

#### QUALIFICATIONS

**Knowledge of:** In-depth knowledge of California ELA Standards & Framework; the components of a balanced literacy program; current District ELA adopted programs; research-based teaching strategies; data-driven instructional decision making; differentiation of instruction & assessment; Adult Learning Theory

**Ability to:** Ability to work independently and in an organized manner while meeting timelines; communicate and interact effectively with students, teachers, parents, colleagues, and community leaders; teach students for demonstration purposes; model the adage of “life-long learner”; coach peers in a non-evaluative manner; ability to organize programs and manage time effectively; present materials/methods in a training environment; use instructional technology tools and materials.

#### **Experience and Education:**

- Holds a valid California Multiple Subject teaching credential and EL authorization or equivalent.
- Experience either at the site or district level as an ELA coach or worked closely with principal in providing professional development in ELA and literacy strategies (**Indicate specific areas of leadership**).
- Five or more years of teaching experience.
- Experience being part of a site leadership group

**PHYSICAL DEMANDS****Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

**\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time

Working inside: 95% of the day  
Working outside: 5% of the day

**This job requires:**

Alertness: Constantly  
Attention to detail: Constantly  
The use of two hands: Constantly  
Recall of names and dates: Constantly  
Ability to work in temperatures down to 30 degrees and up to 105 degrees

**Ability to deal with psychological factors:**

Teamwork: Constantly  
Frustration: Moderate - depends on the time of year  
Repetitive tasks: Yes, signature  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work extended hours as needed: High  
Dealing with upset employees, parents, community members: Moderate

**Physiologic factors:**

Must maintain a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes