

TEACHER ON SPECIAL ASSIGNMENT

ASSESSMENT and ENGLISH LEARNER PROGRAMS

DEFINITION

The Teacher on Special Assignment: The teacher will assist the site Administrators with coordinating, implementing and monitoring school site assessments and English Language program.

EXAMPLES OF DUTIES

Provide services for academic assessments of students

- Assist in the identification of students for respective assessments
- Train staff in appropriate assessment administration expectations
- Assist in the determination and implementation of assessments or current benchmarks
- Work with staff to ensure accurate assessment training and implementation
- Monitor testing environments when appropriate
- Complete annual reports on assessment programs (i.e. AP, SBAC, CMA, CAPA, STS, CELDT)
- Serve on the Student Study Team as needed

Provide leadership, support and assistance with the site English Language program

- Create and maintain disaggregated data reports on EL student performance
- Assist staff in writing reports and compilation of data for major projects (i.e. Title III, WASC, TQR, OCR)
- Train staff in appropriate English Learner strategies
- Assist with English Learner student assessments (i.e. CELDT, STS)
- Work with staff to ensure accurate language proficiency assessment training and implementation

Facilitate the site English Language Advisory Council

Work with administration in the coordination and implementation of training workshops for staff

Represent the site at District, County, regional and State projects/meetings when appropriate

Perform other related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer Technology and Programs
- Characteristics/purposes of assessments
- Norm-referenced, local and state assessments

- Instructional Materials
- TESL, SIOP or other EL strategies
- English Language Development Programs
- Bilingual (Spanish)

Ability to:

- Organize and administer assessment programs
- Collect student and staff data
- Organize, compile and distribute pertinent assessment data, including language proficiency assessment testing and reclassification of students
- Create and maintain assessment reports
- Assist with instructional materials for site staff
- Provide staff development for teachers of English Learners

Physical Requirements:

- Stand for periods of two hours continuous
- Communicate effectively with faculty and administration
- Work in an office setting

Experience:

- Three years of teaching experience

Credential:

- California Teaching Credential, CLAD
- Valid California Driver's license.

SUPERVISION

Works under the supervision of the site Administrators