Noble Avenue Elementary School

TARGETED STUDENT POPULATION PROGRAM ADVISER (0706)
CATEGORICAL PROGRAM ADVISER-TITLE I COORDINATOR (0704)

(1 Position)
Posting Date: 08/20/2021

TARGETED STUDENT POPULATION PROGRAM ADVISER
Assists the School Principal to maintain a comprehensive, instructionally effective and compliant program that accelerates the academic achievement of English Learners, low income and foster youth.

Primary Duties/Responsibilities:
Note: Incumbents in this position must provide direct instruction to students for at least 50% as part of their assignment.

- Develops and delivers intervention lessons to English Language Development (ELD) students.
- Models the interaction and feedback for students when helping them engage in personal reflection, self-assessment, and growth engaged in mastery-based learning.
- Provides small group ELD demonstration lessons with students for lesson study observations made by school leaders and teachers.
- Provides demonstration lessons which involve the direct instruction of pupils to improve instruction for English Learners (EL), foster youth, and low income students.
- Provides instructional support for teachers regarding effective strategies for EL, foster youth and low income student learning and academic success.
- Designs lessons to improve personalized learning experiences that allow for differentiated instructional outcomes and pacing for ELs, foster youth, and low income students.
- Models, teaches and guides teachers and students in ELD designation and integration.
- Provides direct feedback and engage in collaborative discussion with newly enrolled EL students to assists with identifying the initial ELD level and determine possible next steps to inform future instruction.
- Provides direct feedback to teachers and students throughout the learning cycle in order to ensure progress in ELD classification levels.
- Provides professional development, to teachers and parents, which supports the EL Master Plan program implementation and to assists in development of instructional materials.
- Facilitates grade-level team/department meetings to analyze assessment data, review student work, discuss best practices, identify student needs, and plan differentiated instruction.
- Collaborate with the literacy and math coaches to ensure effective access to core strategies are embedded in content instruction.
- Collaborates with Pupil Services and Attendance Counselors (PSA), psychiatric social workers, and other staff to ensure the school is meeting the needs of foster youth.
- Supports the EL Advisory Committee (ELAC) and the School Site Council in fulfilling their legal responsibilities.
- Assists the administrator with the enrollment process, administration of assessments, placement for EL students, and assignment of paraprofessionals.
- Represents the school site at Local District and/or central office meetings and training pertaining to EL, foster youth, and low income students.
- Maintains EL Program documentation as required by state and federal mandates.
- Performs duties required by the Title I program, if the school does not fund the position with federal funds.
- Assists with the development of the school’s Parent Involvement Policy and School-Parent Compact, if working at a Title I school.
- Provides opportunities for family and community education on Title 1 and EL programs.
- Engages community and family members and involves them in leadership opportunities.
- Serves as a member of Student Support and Progress Team.
- Performs other duties as assigned in accordance with the District/UTLA agreement.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.
CATEGORICAL PROGRAM ADVISER – TITLE I COORDINATOR
Assists the School Principal to maintain a comprehensive, instructionally effective and compliant categorical programs that accelerates the academic achievement of students. During the school day, the duties performed by the CPA/Title I Coordinator must be direct services to the Title I Program.

Direct Services Include:
- Teaching/In-class intervention
- Providing demonstration lessons
- Conducting professional development activities, including the facilitation of effective instructional programs
- Conducting program/student evaluation activities
- Coordinating and providing parent involvement workshop activities
- Coordinating the identification of eligible students in a Targeted Assistance School Program
- Monitoring program expenditures
- Distributing program materials
- Providing ongoing achievement reports for Title I students to the staff and constituent groups
- Maintaining accurate/updated records of Title I students to share with the staff and constituent groups
- Maintaining accurate/updated records for the Title I student program, including time reporting and equipment inventory
- Assisting with the writing of updates to the Single Plan for Student Achievement
- Assisting with the development of the school’s Title I Parent Involvement Policy and Parent-School Compact
- Serving as a resource for and providing assistance to the school site leadership teams in conducting ongoing categorical monitoring and planning related to the program

Salary: Teacher Preparation Salary Table; C Basis + Differential at District’s discretion; 204 paid days, 6-hour assignment
(8-hour onsite obligation with Differential)
- 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.
- Permanent certificated employee of the Los Angeles Unified School District
- Five (5) years of successful full-time public school certificated service as a teacher
- Meet standard performance ratings on Educator Development and Support: Teachers (EDST) Evaluation and in the preceding four years, have no Notice of Unsatisfactory Service
- A valid California teaching credential authorizing K-12 service in the specific subject area, grade level and/or instructional setting of the assignment, as required by the Commission on Teacher Credentialing
- 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:

- A valid California driver license and the ability to travel to other sites and locations throughout the District.
- Knowledge of federal and state education laws and District requirements applicable to the enrollment and attendance of specialized student populations.
- Knowledge of state, federal, and local policies, rules and regulations pertaining EL, foster youth, and low income students.
- Knowledge and experience with MyData, ISIS, MiSIS, and other District reporting and tracking systems.
- Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
- Knowledge of and ability to plan, design, and implement differentiated professional development.
- Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
- 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.

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. Current resume (include employee number)
2. Letter of intent outlining the reasons they consider themselves qualified for this position
3. 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:
Application materials must be sent electronically to Esther Leon, Principal at mev6948@lausd.net. In the email subject line please indicate the following: “Time Sensitive – Categorical/TSP Program Adviser Application: Your Name”.

DEADLINE: Friday, September 10, 2021 – 5:00 PM
All application materials must be received by the filing deadline. Materials sent by fax will not be accepted.