

# Position Details

## Position Information

Listing ID:

FTE:

Position:

Employment Type:

Assignment:

Job Descriptions:  [View](#)

Location:

Application Deadline:

## Additional Information

*Candidates must meet current standards of the Every Student Succeeds Act (ESSA)*

Posting is for the **0.5 FTE Elementary Dual Language (Spanish/English) Program Instructional Support Coordinator Position**

**Fluency in Spanish is a required qualification** (please see attached job description for more information).

## Conditions of Employment

1. Are you currently legally eligible to work in the United States?
2. Are you physically able to perform the duties of the job for which you are applying?
3. Are you willing to submit to a criminal history background check? The record check may include a fingerprint check with the cost borne by the employee.
4. IF YOU ARE SELECTED FOR A POSITION in the Shoreline School District, you will be expected to meet the following requirements as conditions of your employment: \* Successful WSP and FBI background clearance check \* Washington State Sexual Misconduct Disclosure Release Form \* I-9 Employment Eligibility (citizen or legal alien status) \* State/District Required Training \* Social Security Card and Driver's License (for identification upon hiring) to be copied by Personnel Office \* BY SELECTING YES, YOU AGREE TO PROVIDE/COMPLETE THESE REQUIRED ITEMS
5. I authorize Shoreline School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution or government agency to provide the District with information that they have regarding me. I hereby release and discharge the District and those who provide information from any and all liability as a result of furnishing and receiving information.
6. I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that also I am required to abide by all policies and regulations of the District.

## General Questions

1. What are some of the ways you have infused culturally relevant content into your classroom and curriculum?
2. How will your skills, knowledge, and experience contribute to our district's goal of valuing diversity?
3. What language(s) do you speak and/or write fluently?
4. Do you have, or are you in the process of obtaining, a valid Washington State Teaching Certificate with the appropriate endorsement for this assignment?
5. Have you ever had your contract non-extended, or non-renewed by a school system? If yes, please explain.
6. If you answered "yes" to Question 5, please explain.
7. Are you currently under contract? If yes, where?
8. Where are you currently under contract? (Follow up to Question 7.)
9. When are you available to start? Month, Day, Year
10. Have you ever received a less than satisfactory employment evaluation from any employer? If yes, please explain.
11. If you answered "yes" to Question 10, please explain.
12. Have you ever been placed on a Plan of Improvement? If yes, please explain related circumstances.
13. If you answered "yes" to Question 12, please explain related circumstances.
14. Have you ever been placed on disciplinary probation or been suspended from any position? If yes, please explain.
15. If you answered "yes" to Question 14, please explain.
16. Are you able to perform the essential functions of this position with or without reasonable accommodation?

## Benefits

Certificated employees are entitled to Sick Leave & Personal Leave.

Certificated employees working a 0.42 FTE or more\*, receive Medical, Dental, Vision, Life Insurance, and Long Term Disability.

\*Additional eligibility requirements must be met a certain times during the year.

# SHORELINE CERTIFICATED POSITION



## Dual Language Program Instructional Support Coordinator

### **JOB SUMMARY:**

The Dual Language Program Instructional Support Coordinator, under the direction of the building principal and Director of Categorical Programs, will provide on-going professional learning that will expand and refine teachers' understanding and implementation of effective instruction and assessment within Shoreline's District Dual Language program. In order to meet this purpose, the Dual Language Program Instructional Support Coordinator will provide individual (1:1) and group support based on the goals and the identified needs of Dual Language staff.

### **DUTIES & RESPONSIBILITIES:**

- Research, gather and prepare materials for use by Dual Language teachers – including:
  - Assisting with development/coordination of Spanish and English materials to support biliteracy;
  - Dual Language teaching strategies;
  - Assessment of student skills in Spanish and English;
  - Interpretation of assessment results; etc.
- Research and provide content knowledge and resources to staff about learning and teaching in a Dual Language Program – including:
  - Teaching strategies;
  - Assessment of student skills;
  - Interpretation of assessment results; etc.
- Assist teachers in aligning their teaching with English Language Proficiency (ELP) and content standards, curriculum and assessments within the Dual Language model.
- Provide guidance and model effective Dual Language teaching practices through various activities such as:
  - Individual discussions (informal and formal);
  - Coaching sessions;
  - Demonstration lessons with pre- and post-discussion/analysis;
  - Study groups;
  - Staff meetings;
  - Professional development programs.
- Maintain appropriate documentation and assessment records as required by TBIP for participating English learners.
- Work collaboratively and collegially with, curriculum specialists and district specialists.
- Provide support for classroom motivation and management strategies in the Dual Language setting.
- Facilitate discussions with colleagues of how instructional strategies work to increase student learning.
- Collaborate with principal(s) about shared vision for Dual Language program.
- Model effective, differentiated instruction when requested.
- Encourage ongoing professional growth for Dual Language teachers.
- Manage time and schedule flexibility to maximize teacher schedules and learning.
- Promote an environment of collegiality, trust, and respect that focuses on continual improvement in instruction and student learning.
- Participate as appropriate in professional development for Instructional Coaches, including peer observations, professional research and reading, and inquiry sessions.
- Work with other instructional leaders (Instructional Coaches; TOSAs) to generate common strategies across the different disciplines.
- Attend regular Instructional Coach meetings as appropriate.

**QUALIFICATIONS:**

- Current/valid WA State Teaching Certification.
- Fluency in Spanish.
- Successful teaching experience in a Spanish Dual Language Program.
- Possesses instructional expertise in second language acquisition, curriculum and instruction.
- Previous coaching or teacher leadership experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of English Language Proficiency (ELP) and Common Core State Standards.
- Skilled understanding of how to backwards plan.
- Knowledge and understanding of the principles of adult learning.
- Experience in research-based instructional practices in Dual Language and the development of biliteracy, with the ability to translate best practices research into authentic instruction in the classroom.
- Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations.
- Experience in designing and delivering quality professional development for administrators and teachers preferred.
- Experience in scaffolding and differentiating classroom content.
- Outstanding presentation and facilitation skills preferred.
- Ability to exercise confidentiality and communicate in a professional manner both orally and in writing.
- Strength in organization, communication skills and efficiency in meeting deadlines.
- Demonstrated ability to function as a positive collaborative member of a team.
- Demonstrated interest and engagement in professional learning and reflection.
- Ability to facilitate the intellectual and professional development of teachers with a focus on improving student achievement in a Dual Language context.
- Possess the interpersonal skills necessary to create positive relationships with teachers and administrators.
- Ability to communicate and demonstrate researched-based instructional practices around dual language with multiple stakeholders
- Ability to react to change productively and handle other tasks as assigned.
- Ability to provide individualized, classroom-based coaching with participants to support them in increasing student learning.

9/17/20