



Job Title: **Student Advocacy and Access Programs Specialist**

Department: **Office of Student Advocacy and Access**

Supervisor: **Director of Office of Student Advocacy and Access**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs / 214 days**

Evaluation Group: **JPAS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Advocacy and Access Teacher Leader Specialist will provide instructional support to teachers and technical support to schools to increase student achievement through ensuring equitable and culturally responsive instruction. This Specialist will work closely with school-based teams and other departments to provide coaching for effective implementation of WIDA Standards, evidence-based programs to increase family engagement and to bolster community involvement. This position works collaboratively with all students, educators, families and other community agencies.

ESSENTIAL FUNCTIONS

- Work collaboratively with Advocacy and Access Programs personnel to provide all services in a unified, responsive and effective manner.
- Support educators to increase student engagement and culturally responsive teaching with research-based instructional strategies .
- Assist schools with identification, placement, instructional services, progress monitoring and meeting exit criteria for all English Learners .
- Assist with school appraisals to ensure ALS academic plans are in compliance with Federal Law and District Policy.
- Support ALS Facilitators to ensure consistency and fidelity to high standards of instructional effectiveness.
- Assist teachers pursuing Canyons ESL Endorsement Program.
- Train teachers in the Sheltered Instruction Observational Protocol.
- Train teachers in **Respecting Ethnic And Cultural Heritage** (REACH Program) and **Empowering Diverse** families as part of the ESL endorsement requirements.
- Deepen educators' awareness, understanding and respect for diverse cultural perspectives.
- Provide training and support to educators providing English Language Development Time to English Learners.
- Assist with interpreting and translation services.
- Provide ALS consultation services to school teams using the Response to Intervention model in order to meet the educational needs of all students.
- Provide ALS consultation services to school teams as English Learners are referred to special education for testing, eligibility and services.
- Understand data and interpret such to make well-informed decisions in regards to educators, students and families to increase student achievement.

- Provide educators with knowledge and skills to engage families and other stakeholders in the education and preparation of students to graduate from high school college and career ready.
- Support the engagement of parents through collaborative efforts with the National Network of Partnership Schools, Native American Parent Committee, Family Literacy Centers, Parents as Teachers, Entrada, and the minority outreach efforts of institutions of higher learning.
- Work collaboratively with the Evidence-Based Learning and Office of Civil Rights staff to plan and provide systematic personnel development for CSD educators related to appropriate instructional strategies to increase student achievement.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires a Master's Degree.
- Requires a valid Professional Educator License for the State of Utah.
- Requires a minimum of five years successful experience in education.
- Requires ability to communicate clearly orally and in written form.
- Must be proficient in oral and written Spanish.
- ESL endorsement required.
- REACH Trainer certification required.
- SIOP certified preferred.
- Prior experience with refugee, homeless, culturally diverse populations and special education populations preferred.
- Must be skilled in working with diverse groups, building consensus and maintaining focus on student needs.
- Must be able to take initiative, efficiently handle multiple priorities, work independently, be flexible and be a collaborative team player.
- Must demonstrate highest standards of integrity, professionalism and respect for others.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS--*Not limited to the following:*

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020