



Job Title: Federal Programs Achievement Specialist
 Department: Student Advocacy & Access
 Supervisor: Director of Student Advocacy & Access
 Lane Placement: Licensed 242
 Schedule: 8 hr/242 day Eval Group: CTESS – Ed. Specialist
 FLSA Classification: Non-Exempt

JOB DESCRIPTION

The Federal Programs Achievement Specialist will provide direct services to students, instructional support to teachers and ensure equitable and culturally responsive instructional practices for all students. The specialist will primarily focus on supporting the needs of students who are economically disadvantaged, students with limited English proficiency, students with disabilities, and students who are in foster care.

ESSENTIAL FUNCTIONS

- Assist the Director in overall student data collection and analysis, and use multiple sources of data including identified teacher and student data to inform instructional practices and sustain continuous improvement of student performance
- Deepen educators' awareness, understanding and respect for diverse cultural perspectives
- Provide educators with knowledge and skills to involve families and other stakeholders in the education and preparation of students to graduate from high school
- Work collaboratively with other departments (i.e. Instructional Supports and Special Education) to implement evidence-based practices to increase the academic achievement of all students
- Work collaboratively with Achievement Coaches and English Language Development teachers to increase the academic achievement of students
- Assist English Language Development teachers with implementation of the Language Acquisition programs and strategies at the secondary level
- Support educators to increase student engagement and culturally responsive teaching with evidence-based instructional strategies
- Share responsibility for supporting students who are Refugees by linking Community Agencies and Programs to meet students' needs in the immediate needs and differentiate instruction
- Share responsibility for supporting district's secondary level initiatives such as Latinos in Action, MESA, Utah College Application Week, and College Access Network
- 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
- Share responsibility for secondary students who are ethnically or linguistically diverse by working with educators to provide academic support, credit or credit recovery, parent involvement and link to college and career preparation
- Lead learning groups and coach teachers to ensure consistency and fidelity to high standards of instructional effectiveness
- Assist teachers pursuing Canyons ESL Endorsement Program
- 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.

- 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.

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 Secondary Certification with a minimum of five years successful teaching experience; variety of courses preferred
- Ability to speak Spanish preferred
- ESL endorsement preferred
- Prior community-based experience with refugee, homeless and culturally diverse populations preferred
- Must be skilled in working with diverse groups, building consensus and maintaining focus on student needs
- Requires ability to communicate clearly orally and in written form
- Must be able to take initiative, 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:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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: 06/11/2020