



Job Title: Title I – Early Learning Achievement Specialist

Department: Office of Student Advocacy and Access

Supervisor: Director of Student Advocacy and Access

Lane Placement: Licensed Salary Schedule 206

Schedule: 8 hrs / 206 days      Eval Group: CTESS Specialist

FLSA Classification: Exempt

## **JOB DESCRIPTION**

The Title I Early Learning Achievement Specialist will support Pre-Kg through 2nd grade teachers to increase student achievement through ensuring quality instruction.

## **ESSENTIAL FUNCTIONS**

- Assist the Director in overall Title I data analysis, and use multiple sources of data including disaggregated student data to determine adult learning priorities, monitor progress and sustain continuous improvement.
- Deepen educators' content knowledge, provide them with research-based instructional strategies to assist students in meeting rigorous academic standards.
- Support educators to understand and appreciate all students; to develop safe, orderly and supportive learning environments, and to hold high expectations for academic achievement.
- Share responsibility for supporting Title I full-day kindergarten.
- Lead learning groups and coach teachers to ensure consistency and fidelity to high standards.
- Provide educators with knowledge and skills to involve families and other stakeholders in the education of their children.
- Assist schools with the implementation of valid and reliable formative assessments, data analysis and use of data in making instructional decisions.
- Work collaboratively with the K-16 Evidence-Based Learning 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 and 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 backgrounds check.
- Requires a Master's Degree.
- Requires a valid Professional Educator License for the State of Utah.
- Requires ECE endorsement, with successful kindergarten teaching experience.
- Requires Reading Endorsements, Level I and II.
- Endorsements in gifted education or ESL preferred.
- Requires minimum of three years successful experience facilitating learning groups and coaching teachers.
- Must be skilled in explicit instruction, positive behavior supports, and differentiation strategies.
- Requires ability to communicate clearly (e.g. training and giving instructions).

**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.
- 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](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 06/11/2020