

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TOSA: Equity and Family Partnership Specialist **DEPARTMENT:** Teaching and Learning Services (TLS)

REPORTS TO: Assistant Superintendent for Teaching and Learning Services

POSITION SUMMARY: Under the direction of the Assistant Superintendent the Equity and Family Partnership Specialist will support district staff in the implementation of procedures and strategies that furthers access to educational programs and opportunities in order to improve the achievement of all students. This position requires knowledge of Governing Policies and District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills in order to support instruction across the curriculum, particularly for English Language Learners.

ESSENTIAL FUNCTIONS:

- Lead, manage, and support the Cultural Equity Advisory Group with district staff and community members to develop recommendations for district focus areas in equity that furthers access to educational programs and opportunities.
- Lead Family Partnership team and event planning to strengthen involvement and communication with all families.
- Lead the integration of an equity lens in all curriculum adoptions.
- Coordinate, facilitate, and provide training and coaching for District staff necessary to implement Cultural Competence focused on student-centered learning and to support an efficacious English Language Learning (ELL) program as appropriate.
- Connect District staff to resources required for successful implementation of culturally competent instruction and in support of ELL's learning.
- Demonstrate a commitment to closing the achievement gap.
- Facilitate and support teacher groups, committees, teams, department meetings, etc., as requested.
- Contribute to and maintain TLS Department Equity and Family Partnership web presence and district information.
- Maintain communication between and among teachers, building administrators, and TLS as appropriate.
- Promote communication and translation services in multiple languages.
- Provide parent workshops, facilitate parent communication, and develop and implement family/community involvement programs in support of Cultural Competence and ELLs as needed.
- Use technology for communication, presentations, trainings, and workshops.
- Actively contribute and collaborate as a member of the Teaching and Learning Services team.
- Attends and participates fully in staff and other professional meetings as may be assigned or necessary.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the building administration and Directors in TLS.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's degree from an accredited college or university. Master's degree in Curriculum Instruction or English Language Learning preferred.

EXPERIENCE: Five (5) years of successful certificated experience in public schools and effective work with students with varied learning levels. Prior demonstrated experience as a District curriculum committee member or teacher-leader. Prior experience coaching and training adult learners preferred.

CERTIFICATES & LICENSES: Valid Washington State teaching with relevant ELL or ENFL endorsement required. Possession of GLAD training certification. National Board Certification preferred. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

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CONTINUING EDUCATION/TRAINING: That which is required to be successful in the position, maintain certification, and necessary to maintain knowledge of best practices and current instructional delivery methods for ELLs. GLAD training if not current.

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date