

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: TOSA: GLAD Specialist

DEPARTMENT: Teaching and Learning Services (TLS)

REPORTS TO: Director of Teaching and Learning Services

POSITION SUMMARY: Under the direction of the Director of Teaching and Learning Services the GLAD (Guided Language Acquisition Design) Specialist will support K-12 staff in the identification and implementation of high-leverage, research-based instructional strategies, in order to improve the access to education for all students, particularly those who are English Language Learners. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills in order to support GLAD practices as a part of ELL instruction across the curriculum.

ESSENTIAL FUNCTIONS:

- Organize and lead the GLAD program under guidance from the Director of TLS to meet ISD mission.
- Lead, organize, and provide professional development for the ISD GLAD Trainers and GLAD Building Leaders.
- Assist K-12 staff as they use GLAD strategies in curriculum and instruction in a standards-based learning environment to provide quality learning experiences for ELLs.
- Mentor and coach classroom teachers in developing skills on effective instruction implementing GLAD strategies including differentiation of instruction and working with diverse learners.
- Demonstrate and model GLAD lessons, including assessment practices.
- Assist teachers in understanding how to use assessment data to guide instruction based on state standards and in developing a cycle of formative assessments to inform and improve learning.
- Connect building staff to resources required for successful implementation of GLAD practices in support of ELLs' learning.
- Conduct two-day GLAD sessions, five-day classroom demonstrations, and New Hire Academy training.
- Maintain TLS Department GLAD webpage and district GLAD webpage.
- Work closely with the ELL Specialist to train and support staff and assist in ELL program as needed.
- Assist with Cultural Competency classes, equity work, and implementing family/community involvement programs as needed.
- Organize and provide professional development activities, with a focus on student-centered learning.
- Facilitate and support teacher groups, committee, team, department meetings, etc., as appropriate.
- Maintain communication between and among teachers, principal, and TLS Department.
- Be an active and collaborative member of the Teaching and Learning Services team.
- Establish and maintain professional relationships with outside vendors and agencies as it pertains to GLAD, ELL and equity work.
- Be available for summer professional development work, including delivering sessions or actively participating in learning.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the building administration and Directors in TLS.
- Maintain communication between and among teachers, building administrators, and Teaching and Learning Services Department as appropriate.
- Demonstrate a commitment to closing the achievement gap.
- Attends and participates fully in staff and other professional meetings as may be assigned or necessary.
- Use technology for communication, presentations, trainings, and workshops.
- 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.

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QUALIFICATIONS:

EDUCATION: Bachelor’s degree. 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 and training as an ELL instructor preferred. Prior experience coaching and training adult learners preferred.

CERTIFICATES & LICENSES: Valid Washington State teaching required; with relevant ELL or ENFL endorsement preferred. Possession of GLAD Key Trainer 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.

CONTINUING EDUCATION/TRAINING: That which is necessary to maintain knowledge of best practices and current instructional delivery methods for ELLs.

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