

## SAN YSIDRO SCHOOL DISTRICT

**TITLE: Instructional Lead / TOSA**

**DEPARTMENT: Ed. Services**

**FLSA: Exempt**

**Revised: July 21, 2016**

**REPORTS TO: District Administrator**

**CLASSIFICATION: Certificated**

**SALARY: Certificated Salary Schedule**

**Board Approved: September 8, 2016**

**BASIC FUNCTION:** Under the supervision of the Executive Director of Curriculum and Instruction or his/her designee, the Instructional lead serves as a critical resource to the teachers, school and district administrators. Assist in the planning and implementation of an effective results-driven K-8 Curriculum, Instruction and Assessment.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

- Assume a leadership role with District and site personnel to collaboratively develop, implement and evaluate for results and comprehensive program for the District's subgroups and Academic Programs to close the achievement gap.
- Assumes a leadership role in working collaboratively to implement a continuous cycle of improvement in curriculum, instruction and assessment.
- Plan, facilitate and attend grade-level or content department meetings/study groups to assist teachers in utilizing data to align instruction to content standards and research (ex. Data Reflection Sessions).
- Assist District and Site personnel to learn/implement research-based practices to improve learning for all students performing below grade level.
- Maintain accurate and updated knowledge of California Academic Performance Index (API) and No Child Left Behind regulations and Adequate Yearly Progress (AYP) accountability System.
- Maintain updated knowledge of the SBAC and assist in the implementation of SBAC testing, analysis of results and plans to improve student achievement.
- Perform all related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- Single or Multiple subject credential
- At least three years of teaching experience
- CLAD or BCLAD
- Proven ability to work effectively with staff members to develop professional learning community
- Strong oral and written communication skills

**DESIRED QUALIFICATIONS:**

- Bilingual and Biliterate (English / Spanish)
- Knowledge of Common Core State Standards
- Knowledge of Microsoft Outlook, Excel Spreadsheet and OARS assessment reports
- Knowledge of NCLB
- Administrative Credential

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.