

## **Mt. Diablo Unified School District**

### **CERTIFICATED TEACHING PERSONNEL**

#### **Duties and Responsibilities of Enrichment and Support Teacher**

##### **Overview**

Under the direction of a Site Administrator, the Director or Chief of Instructional Programs, the Director of Human Resources, or the Superintendent's designee, the primary responsibility of the Enrichment and Support Teacher is to ensure students have a credentialed teacher to enable other teachers to have their preparation time. When meeting with classrooms, groups or one on one with students, this teacher will also support students in their academic achievement, may be asked to specifically support learning in specific content areas (e.g. Science, Math) and to support the members of the school staff (to assure that effective and efficient systems are in place to support continuous academic progress). This individual may also serve as a member of the learning community in various aspects of the instructional program including but not limited to the following: co-teaching with another teacher as may be needed; supporting district and/or school initiatives; implementing assessments; monitoring student progress and establishing and supporting behavioral and RTI/Support practices; differentiating instruction to meet student needs; and promoting safe schools.

##### **Duties and Responsibilities of all Support and Enrichment Teachers:**

1. Takes direction from, and meet with as required, Site Administrators to provide direct support to school site classrooms and school sites as needed.
2. Travels between school sites as needed.
3. Follows and implements the policies for attendance, discipline, support, and any other schedules for the school site.
4. Monitors progress of assigned students, assists with necessary communication, and maintains student records as directed.
5. Follows all accommodations and modifications specified in student IEPs and 504 plans as required by law.
6. Works collaboratively with staff to implement instructional programs.
7. Uses effective strategies designed to meet the needs of all learners.
8. Models student instruction in collaboration with classroom teachers.
9. Provides instruction, support on various aspects of the District's Local Control and Accountability Plan, grade level goals, individual student plans, etc. and to the students, staff and community.
10. Provides direct services to students, especially where data shows students needing extra academic support.
11. May provide direct assistance to staff members in planning, teaching and assessing student progress including standardized assessments.
12. May communicate student progress to teachers as requested.

13. Provides and maintains adequate lesson plans, and lesson plans and instructions in the case of their own known absences (for potential substitute teachers).
14. Uses effective instructional strategies for staff members as requested.
15. Effectively uses information from the site administrator and main teacher in regards to lesson planning and/or instructional content delivery.
16. Ensures students have a teacher who can instruct them in lieu of the primary teacher
17. Provides information as needed on programs, services, regulations, etc., to staff and parents.
18. Manage materials needed for instruction and assessment, including preparing, sorting, distribution, organization, collection and storage of materials.
19. Attends conferences or meetings related to the school's goals.
20. Respects the individuality and integrity of each student.
21. Maintains conditions and practices which positively affect the physical mental health of students.
22. Reports to the main office to check for communication/mail and to report their arrival as well as their departure from the school site.
23. Performs those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education or the local site administrator.
24. Complies with all laws and regulations of the State of California, and enforce all rules governing the conduct of pupils as maybe prescribed by the superintendent and Board of Education, as well as those developed cooperatively by the principal or the faculty, not in conflict with any Board of Education policy.
25. Performs other duties as assigned.

### **Additional Responsibilities**

This position requires flexibility to meet the needs of the District and schools as may be necessary on a daily basis. Additional responsibilities may be added based upon the individual's abilities, credential area/s, and the needs of the District.

### **General knowledge, skills and abilities**

- establish and maintain productive collaborative relationships with others
- meet schedules and timelines in a timely manner
- plan and organize work
- make appropriate recommendations to teachers regarding the instructional program for identified students as needed
- follow through with directives
- teach under conditions which necessitate small group and individualized instruction in collaborative settings within the regular classroom or another classroom

- use and share a variety of instructional strategies; apply knowledge or methods of supporting and extending instruction
- demonstrate knowledge of correct English grammar and usage
- maintain a safe and orderly learning environment
- meet the requirements of the California standards for the teaching profession
- use effective interpersonal skills including tact, patience and courtesy with students and adults

### **Qualifications**

- Valid California Teaching Credential.
- CLAD or BCLAD Certification.
- Fingerprint and tuberculosis clearances as required by law.
- Background in teaching Common Core, ELA and Mathematics Standards
- Experience in differentiating to meet the needs of all students.