



## NOTICE OF VACANCY

Human Resources  
602 Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, ext. 1194

April 19, 2023

### CERTIFICATED NOTICE OF VACANCY

#### SPANISH / ELD TEACHER MESA MIDDLE SCHOOL 2023-2024 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2023-2024 school year.

**POSITION(S):**

ELD / Spanish Teacher  
[Permanent Position available](#)

**REQUIREMENTS:**

- Valid California teaching credential with an authorization to teach grades 7-8 in the designated subject area of Spanish
- CLAD/BCLAD/EL Authorization (emergency permits not accepted)

**WORK DAYS:**

184 days, 1.0 FTE

**SALARY:**

Annual entry level salary placement from \$56,530 to \$92,837 for a full time position;  
Salary based prorated based on start date, FTE, and on prior experience and semester units above Bachelor's degree.  
[2022-2023 Certificated Salary Schedule](#)

**HEALTH BENEFITS:**

[2022-2023 Certificated Health Benefits Plans and Rates](#)  
Updated 2023-2024 health benefit plans, rates, and summaries will be available in May 2023.

**PROCEDURE FOR APPLICATIONS:**

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.  
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current temporary and probationary-zero LMUSD contracted employees may apply as an internal candidate.  
<https://www.applitrack.com/LMUSD/onlineapp/>

**APPLICATION DEADLINE:** **MAY 1, 2023 BY 4:00 P.M.**

*The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.*

The Lucia Mar Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org) or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, [linda.pierce@lmusd.org](mailto:linda.pierce@lmusd.org)

# **LUCIA MAR UNIFIED SCHOOL DISTRICT CERTIFICATED HUMAN RESOURCES JOB DESCRIPTION**

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REVISED DATE: November 12, 2019  
TITLE: **Spanish Teacher, Grades 7-12**  
SALARY RANGE: Placement on the District Certificated Salary Schedule is based upon years of full-time credentialed teaching experience and units of college coursework beyond a Bachelor's Degree.  
SCHEDULE: 184 work days according to the District Instructional Calendar  
EXEMPTION STATUS: Exempt - Teaching Professional Employee Exemption – FLSA

## **DESCRIPTION:**

The Spanish Teacher plans, and administers the Spanish instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The teacher will create an environment that encourages learning, motivates students to develop skills, attitudes and knowledge needed to establish and continue a firm foundation to perpetuate the learning experience through the post secondary education and/or career opportunities. The Spanish Teacher will utilize all the resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of Spanish Teacher shall include active participation in the school's operation to support a positive learning environment.

## **MINIMUM REQUIRED QUALIFICATIONS:**

- Credential: Valid California teaching credential with an authorization to teach Spanish in grades 7-12 in a departmentalized setting.
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).
- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Experience: As mandated by the state, and accepted by the school district.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

## **PREFERRED:**

- Additional: Valid California Driver's License
- Experience: Prior teaching experience.

## **DUTIES AND RESPONSIBILITIES:**

### **A. INSTRUCTIONAL:**

1. Teaches Spanish and incorporates language skills, writing skills, and critical learning procedures.
2. Sound pedagogy: Effectively implement purposeful curriculum, learner-driven instruction, and assessment methods that emphasize depth of understanding over breadth, integration of fieldwork and experts.
3. Instruct and assist students in communicating and understanding the Spanish language, encouraging students to practice vocabulary learned and assist students in accurately listening, speaking, writing and reading Spanish.
4. Demonstrate and provide instruction techniques such as role-playing, dialogue, language games, literature, film, and other formal exercises used in teaching Spanish.
5. Advise co-curricular clubs and activities.
6. Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.
7. Develops clear and appropriate lesson plans and identifies instructional materials.
8. Selects, designs and organizes objectives, strategies and materials for teaching Spanish, and incorporates research findings in the instructional program.
9. Provides individualized and small group instruction (as necessary) to adapt the curriculum to the needs of each pupil. The teacher will have the ability to teach at various levels of instruction, including advanced placement courses. Determines the appropriate pace for instruction related to students' abilities and explains material and subject content to students and parents. Differentiates instruction for students based upon need and works with students and other teachers in inclusive settings
10. Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students
11. Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides

- accurate and constructive feedback to students and parents. (as necessary).
12. Uses data to improve the learning and instruction process.
  13. Create and maintain an environment that fosters student creativity, critical thinking skills, academic achievement and the development of lifelong skills.
  14. Show competence and confidence in working with new technology and various application packages.

## **B. STUDENT MANAGEMENT:**

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Create a classroom environment reflective of the 21<sup>st</sup> century skills and the various student individual needs.
3. Be a role-model for students regarding life-long learning and professional behavior.
4. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil behavior and achieve an effective learning environment in the classroom; maintain a classroom atmosphere conducive to learning.
5. Provide students with additional instruction as required if they need support in academic skill development.
- 6.

## **C. PROFESSIONAL:**

1. Maintain positive staff relations; Works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
6. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
7. Attend and participate in required in-service activities.
8. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
9. Follows District and Schools' policies.

## **ESSENTIAL JOB FUNCTIONS:**

**PHYSICAL:** Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 25 pounds to waist height.
6. Is able to move throughout the building and school grounds as necessary.

**MENTAL:** Employee in this position must have the ability to:

1. Able to concentrate on a single task for up to two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.
4. Is able to speak and write in a clear, concise manner.

**SOCIAL:** Employee in this position must have the ability to:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

**Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The Spanish Teacher shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.**

**CANDIDATE SELECTION:** The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test prior to the first day of hire; 3) pass State and Federal fingerprint

clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, mental condition, veteran status, gender, and the actual or perceived sexual orientation.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

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***AN EQUAL OPPORTUNITY EMPLOYER***

DATE: May 31, 2011  
TITLE: **English Language Development (ELD) Teacher**  
SALARY RANGE: Annual entry level salary placement from \$56,530 to \$92,837 for a full time position;  
(2022-2023 Certificated Salary Schedule)  
Salary based prorated based on start date, FTE, and on prior experience and semester units above Bachelor's degree.

**JOB SUMMARY**

Under direct supervision of the site principal, this position will provide English Learner students with direct instruction in the District secondary level education and the ELD/ELA content standards in a self-contained classroom setting.

**QUALIFICATIONS**

**REQUIRED**

1. Valid California Teaching Credential with an authorization to teach English in an ELD setting
2. Valid BCLAD Authorization (Spanish)
3. Possess a valid California driver's license.

**DESIRABLE**

1. Experience working with English Language Learners

**DUTIES AND RESPONSIBILITIES:**

**A. INSTRUCTIONAL**

1. Provides English Learner students with direct instruction in the District secondary level educational and the ELD/ELA content standards in a self-contained classroom setting.
2. Provides EL & LTEL (Long-Term English Learners) Support classes for core subjects
3. Instructs and assess students using State/District required teaching and assessment methodologies in the District's adopted ELD program, district assessments, and other multiple assessments aligned to standards to evaluate pupils' academic and social learning.
4. Uses a broad repertoire of teaching strategies to deliver the core ELD program and provide access to and support of the core language arts program, with specific use of English Learner strategies, including but not limited to the following:  
Teaches skill development in pre-reading/phonics, reading comprehension, language (mechanics and expression).  
Gives and uses student feedback.  
Incorporates reading strategies in all subject areas of instruction.  
Uses flexible grouping strategies to accommodate student needs.  
Manages and uses State, District, and classroom data to monitor individual student learning and plan instruction accordingly.  
Uses early intervention strategies for students experiencing difficulty in learning reading and language skills and concepts.
5. Develops/obtains and uses instructional materials to enhance the verbal and visual instruction of
6. students with a wide range of mental, physical, and emotional maturities, and cultural backgrounds.
7. Uses primary language to clarify concepts & assist students with material from difficult subjects such as Economics, World & U.S. History & Science
8. Stays abreast of current research & effective practices for EL and LTEL (Long-Term English Learners)
9. Adheres to District's Course of Study for all students.
10. Adheres to District's Homework policy.
11. Achieves positive teacher/pupil relations.
12. Generates enthusiasm for learning.
13. Achieves on-task student behavior.
14. Moves students through standards-based curriculum based on mastery.

**B. ADVISORY**

1. Maintains consistent parental contact
  - a. Conducts at least 4 mandated ELAC meetings with administrators, bilingual counselor, parents & students per year
  - b. Presents information to District English Learner Advisory Council (DELAC).
  - c. Uses bilingual Spanish skills for conference and paperwork translations..
  - d. Conducts individual parent conferences with parents of ALL students at least twice a year
  - e. Communicates with parents on a regular basis both oral & written progress reports
  - f. Completes & monitors English learner Academic Review with each EL student twice a year
  - g. Monitors & provides support for Long-Term EL students (LTEL)
2. Strategizes improvements in program implementation.
  - a. Assists in resolving problems in EL program.
  - b. Oversees site progress toward meeting Title III requirements
    - i. Inspects site record keeping.
    - ii. Monitors site and student progress toward AMAO's 1, 2, and 3.
    - iii. Checks student referral documentation for reclassification.
    - iv. Reviews follow-up for R-FEP students.
3. Provides staff development and coaching to other site teachers & classified employees

- a. Communicates with Support teachers on a regular basis
  - b. Meets with core subject teachers in the fall to discuss EL students in their classes-set up a plan for their success in core classes
- 4. Assists accountability efforts related to API/AYP and NCLB goals.
- 5. Carries out other related duties as assigned.

**OTHER ESSENTIAL JOB FUNCTIONS:**

- A. Physical: Employee in this position must have the ability to
  - a. Stand and/or walk for extended periods of time.
  - b. See and read printed matter with or without vision aids.
  - c. Hear and understand speech at normal levels
  - d. Speak so that others may understand at normal levels.
  - e. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0-30 pounds to waist height.
- B. Mental:
  - a. Able to concentrate on a single task for up to four (4) hours at a time.
  - b. Able to learn quickly and adapt to a variety of machinery, instructions, and task methods.
  - c. Able to meet deadlines in terms of work assignment schedules.
- C. Social:
  - a. Interact daily in person with other members of the school district, school staff, parents, and students, and possess comfortable interpersonal skills and cooperative attitudes.
  - b. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
  - c. Convey an understanding, patient attitude toward other staff.
  - d. Maintain the privacy of confidential information

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

**SUPERVISION**

Under the direct supervision of the Principal and/or designee.

**NOTE:** The Candidate selected for this position will be required to present on the date of orientation: 1) A social security card (or proof that one has been requested); 2) proof of tuberculin test prior to first day of hire; and 3) pass State fingerprint evaluation.

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