



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

"Preparing our students for *their* future"

April 9, 2026

TEACHER SPECIALIST, ELEMENTARY/SECONDARY TEACHING, LEARNING, & FAMILY ENGAGEMENT DEPARTMENT Eligibility Pool

DESCRIPTION

The Teacher Specialist will be assigned to school sites and is primarily responsible for the planning and implementation of categorically funded English Language Learner, and/or compensatory education programs, including multi-tiered interventions and administration of state and district assessments. The specialist is also responsible for developing family engagement and staff development activities, budget oversight for state and federal categorical funds, and compliance monitoring. In proportion to sources funding the position, the specialist will assist the principal in all categorically-funded program planning and coordination tasks.

QUALIFICATIONS

Credential

Valid California credential authorizing service as an elementary/secondary teacher.

Experience

1. Successful teaching experience as an elementary/secondary classroom teacher. Minimum 5 years teaching experience.
2. Specific knowledge in the areas of individualized instruction, testing, and diagnosis, as well as methods of remediation in areas with specially funded programs for economically disadvantaged and/or minority culture children.
3. BCC/BCLAD OR LDS/CLAD/ELA1 certificate will be required for multi-funded positions.
4. It is desirable that a successful candidate has written and oral proficiency in a second language.

WORK YEAR

Regular school year, 186 days, 8 hours per day. Additional days during the summer/school breaks (if allotted) shall be paid at per diem rate.

SALARY SCHEDULE

Placement on regular teachers' salary schedule depending upon training and experience plus \$285.29 per

month for 11 months teacher specialist stipend. Additional hours are required to meet the responsibilities of the funded design and plan for this position.

ESSENTIAL FUNCTIONS

1. Assists with the planning and implementation of the Local Control Accountability Plan as related to Teacher Specialist duties.
2. Assists classroom teachers in the implementation of designated and integrated English Language Development (ELD) instruction, including academic language development, through knowledge of evidence-based instructional strategies, appropriate learning activities, and the Board of Education approved course of study and curriculum.
3. Assists classroom teachers in implementation of tier one interventions (in-class) and multi-tiered interventions (across classrooms) aligned to the California State Standards.
4. Researches and recommends the use of instructional materials designed to provide support to the instructional program for students served by supplemental funds, federal funds, and grant funds, particularly students who are foster/homeless, English learners, and/or socio-economically disadvantaged.
5. As appropriate, provides individual and/or small group instructional support to ensure equitable access to the core curriculum for all students.
6. Assists with administration of state, district, and site assessments.
7. Monitors and evaluates the progress of reclassified fluent-English proficient students and long-term English learners, developing catch-up intervention plans as needed.
8. Participates in Student Study Team/Individual Education Program meetings for all students who are foster/homeless, English learners, and/or socio-economically disadvantaged.
9. Coordinates CALPADS data collection at assigned school(s).
10. Monitors and maintains program compliance with all categorically and non-categorically funded programs, including preparing for Federal Program Monitoring reviews.
11. Assists site administrator and staff with development, implementation, and evaluation of the School Plan for Student Achievement aligned to the District's LCAP.
12. Coordinates School Site Council, English Language Advisory Committee, and Title I Advisory Committee and the planning and implementation of family engagement programs.
13. Attends District English Language Advisory Committee meetings.
14. Coordinates/participates/presents staff development for teachers and educational assistants
15. Communicates program responsibilities and other information including compliance items to school principal, staff, and parents, regarding LCFF, Title I, Title III and other categorically funded programs.
16. Works cooperatively with other District personnel to ensure articulation between categorical programs and other school site programs.
17. Assists with planning and monitoring of the categorical budgets.
18. Maintains, monitors, and reports student progress and achievement.
19. Adheres to all state, district, and site deadlines.
20. Prepares reports as needed.
21. Assists with supervision of students as needed.
22. Attends monthly Teacher Specialist meetings.
23. Performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Ability to plan, organize, prioritize, and manage time.
2. Maintains a positive attitude towards students, learning, and teaching.
3. Ability to observe and evaluate student activities.
4. Ability to cope with multiple tasks.
5. Ability to drive to sites to communicate and meet with staff and students.
6. Knowledge of, and ability to use, computer-based programs.
7. Ability to communicate effectively by providing clear, concise instruction using academic language.
8. Ability to listen without bias and provide appropriate feedback.
9. Ability to demonstrate proficiency in written and oral English.
10. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
11. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
12. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
13. Excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language preferred

SUPERVISION

Under the direct supervision of the Senior Director, Teaching, Learning, & Family Engagement

APPLICATION PROCEDURES

1. Application Materials

All applicants must submit a letter of application, a resume of training and qualifications, a copy of a valid California teaching credential, and five (5) current references must be included on the application. References will be contacted by telephone during the application process.

2. Application Submission Deadline

All application materials must be submitted via the Frontline online platform **no later than 9:00 a.m. on Thursday, April 23, 2026.** Applications submitted directly to Human Resources will not be accepted.

3. Personal Interviews

After initial screening of all applications, selected candidates will be contacted for a personal interview with administration.

ADDITIONAL INFORMATION

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:

Title IX Coordinator – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, titleix@gusd.net

Section 504 Coordinator – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, nkhemichian@gusd.net

Title II/ADA: Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, kking@gusd.net