



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 DUAL LANGUAGE IMMERSION (DLI) - WESTERN ARMENIAN

DESCRIPTION

The DLI Western Armenian Teacher Specialist is responsible for the DLI Western Armenian elementary, middle, and high school dual immersion programs including: professional development, curriculum and instruction, parent involvement and education, community outreach, and program coordination. The DLI Western Armenian Teacher Specialist will report to the principals of DLI Western Armenian Programs and collaborate with the Dual Immersion & English Learner Services Director on program matters.

QUALIFICATIONS

Credential

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

Experience

Successful teaching experience as an elementary/secondary classroom teacher with a minimum 5 years teaching experience. Specific knowledge in the area of dual language programs and instruction, individualized instruction, testing and diagnosis, methods of remediation, curriculum development, community outreach and service learning. BCC/BCLAD-Armenian is required. High level of academic proficiency in Western Armenian is required including written and oral proficiency.

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 responsibilities of the funded design and plan for this position.

ESSENTIAL FUNCTIONS

1. Participates in the planning and implementation of the Local Control Accountability Plan.
2. Recruits students and parents for the dual immersion program.
3. Researches, recommends, acquires and develops appropriate curriculum and assessments designed to provide support to the Western Armenian dual language instructional program.
4. Provides program/site tours to parents in coordination with principals.
5. Supports dual teachers with management, organization, curriculum, assessment, and materials.
6. Plans and coordinates needed school site training.
7. Arranges for attendance of teachers at District and other trainings,
8. Assists with online dual immersion lottery for dual immersion elementary school(s) and maintains the lottery for the Western Armenian student recruitment.
9. Participates on a dual language advisory committee composed of parents and staff from all participating school sites.
10. Assists principal with the recruitment and selection of highly qualified teachers.
11. Plans and facilitates meetings with dual immersion teachers to ensure articulation between school sites.
12. Coordinates foreign language assessments to determine students' proficiency and progress in the target language.
13. Communicates program responsibilities and other information to school principal, staff, parents, district staff, and community members.
14. Works cooperatively with other site and District personnel to ensure articulation between the dual language program and other school site programs at all project schools.
15. Maintains, monitors and reports student progress and achievement.
16. Prepares reports as needed.
17. 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 and district facilities for meetings and events.
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. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
10. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
11. Demonstrates understanding, patience, and approachability toward students, parents, and colleagues.
12. Ability to demonstrate proficiency in written and oral English.
13. Demonstrates excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language is preferred.

SUPERVISION

Under the direct supervision of the Director, Dual Immersion & English Learner Services.

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