



## GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

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

“Preparing our students for *their* future”

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*April 9, 2026*

### **DISTRICT TEACHER SPECIALIST, ENGLISH TEACHING, LEARNING & FAMILY ENGAGEMENT**

#### **DESCRIPTION**

The Teacher Specialist, English provides instructional leadership, coaching, and program support to improve student achievement in literacy across the district. This position collaborates with site administrators, teachers, and district departments to ensure the effective implementation of the California State Standards, with an emphasis on equitable access for all students. The Teacher Specialist supports district initiatives, professional learning, and instructional coherence across schools.

#### **QUALIFICATIONS**

##### **Education**

An earned bachelor’s degree from a regionally accredited college or university.

##### **Credential**

Valid California credential authorizing service as a teacher (full English credential preferred).

##### **Experience**

- A. Successful teaching experience as a classroom teacher. Minimum 5 years of teaching experience.
- B. Specific knowledge in the areas of individualized instruction, testing, and diagnosis, and knowledge of the California State Standards in English.

#### **WORK YEAR**

Regular school year, 186 days, 8 hours a day. Extra days during the summer will 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 for these positions. Transportation allowance will be provided as necessary to the assignment. Currently, funding is available for two school years.

### **ESSENTIAL FUNCTIONS**

1. Assists administrators and classroom teachers in planning and supporting the implementation of the California State Standards across all curricular areas.
2. Researches and recommends the use of instructional materials designed to provide support to the instructional program for School Improvement, Title I Programs, English Learner students, and Special Education students.
3. Supports the District vision in teaching and learning.
4. Assists with the development and implementation of the Local Control Accountability Plan.
5. Stays current in best practices and state standards and participates in ongoing professional learning.
6. Works closely and cooperatively with the Teaching and Learning team, site administrators, Instructional Learning Teams (ILTs), and PLCs to provide research and best practices that support California State Standards.
7. Coordinates/participates/presents staff development for teachers, educational assistants, and administrators that prepares them to provide access to the California State Standards.
8. Works cooperatively with other district personnel to ensure articulation between Teaching and Learning and other school site programs.
9. Provides instructional coaching to individual teachers and supports teacher teams, providing direction and guidance from site and District administration.
10. Document progress on the implementation of the California State Standards at school sites for the purpose of reflection and determining next steps.
11. Provides professional development for administrators at the site and District level.
12. Integrates a variety of instructional technology tools, software, and programs to support the implementation of California State Standards.
13. Prepares and delivers information on California State Standards at School Board meetings and parent meetings.
14. Supports the textbook pilot and adoption process.
15. Works alongside the technology and assessment departments to support alignment of instruction with the California State Standards.
16. Supports GUSD adopted curriculum for grades 6 through 12.
17. Assists with the creation of assessments that (1) assist teacher teams in monitoring student progress and (2) determine student placement in appropriate instructional programs based upon the California State Standards.
18. Prepares reports as needed.
19. 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 and instructional practices.
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 Director of Teaching & Learning.

### **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 site 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](mailto:titleix@gusd.net)

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

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