



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: April 13, 2021

TITLE: Approval of Pandemic Recovery Job Descriptions

BACKGROUND:

The COVID-19 pandemic required our schools to move from remote, to hybrid, to in-person instruction throughout the past year which ultimately caused learning losses for our students. Assessments being conducted during the fourth quarter will further inform us about what we need to do to move students forward. Two job descriptions are presented for approval for the 2021-2022 school year.

The Academic Intervention and Acceleration Certified Teacher position will play a critical role in working with students directly as we recover from over a year of varying levels of disruption to student learning.

The Instructional Interruption Recovery Teacher position will allow the District to have fully certified teachers available when a teacher assigned to a class is not available. This position will be itinerant and will be assigned to a school based on need each day/week. We must have fully trained teachers ready so that no instructional time is lost due to teachers who become unavailable for one reason or another as we move through COVID-19 recovery.

RECOMMENDATION:

The administration recommends the approval of these job descriptions which will allow us to hire teachers to assist students with learning loss recovery as a result of the pandemic.

INITIATED BY:

Roseanne Lopez, Ed.D.
Associate Superintendent for Elementary Education

Date: April 12, 2021

Todd A. Jaeger, J.D., Superintendent

Certificated Teacher
FLSA: Exempt
April 2021

PANDEMIC INTERVENTION AND ACCELERATION TEACHER

REQUIRED QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Education
- Valid Arizona teaching certificate
- Must meet qualification requirements in respective subject such as: Language Arts, Math, Science, Social Studies, Foreign Language, Elementary Education, and/or Early Childhood Education as appropriate
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements

SUMMARY

Develops and implements a curriculum program consistent with district educational goals and objectives of the district. Responsible for planning for intervention and acceleration of students due to the COVID-19 pandemic and extensive school closures.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Establishes baseline academic achievement levels for individuals and small groups of students and prepares acceleration plans to close gaps between expected achievement levels and current levels which may have been caused by school closures, hybrid learning models, and remote online instruction during the COVID-19 pandemic
- Collaborates with other teachers to differentiate/personalize instruction to meet the needs of individual students; monitors student progress
- Provides supplemental instruction in the content areas in a variety of settings
- Builds capacity in schools to overcome learning loss
- Observes and monitors students' behavior in the classroom, playground, field-trips, lunchroom, library, school buses and other areas
- Establishes, maintains and promotes a classroom atmosphere which ensures the emotional and physical safety and well-being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility
- Assesses student needs and develops, implements and evaluates daily lesson plans for students, to include scheduled activities and materials. Modifies instruction of program to meet the needs of each child
- Plans, organizes and displays classroom materials, space and time appropriate to curricular activities
- Utilizes and implements classroom management techniques to maintain organization, orderliness, student safety, and a productive learning environment.

Utilizes positive reinforcement to maximize desired behavior and educational outcomes

- Plans instruction to achieve specific objectives based upon student need and established curriculum. Implements instructional techniques to encourage and motivate students
- Evaluates written materials to include written assignments and tests. Analyzes and evaluates student progress and course curriculum
- Evaluates student performance regarding achievements in curriculum and activities and makes necessary provisions to meet learning needs. Ensures parents and students are informed of methods of evaluation utilized in the classroom
- Informs parents of student progress. Advises parents of instructional methods that may assist students. Informs parents of school activities
- Participates as a member of an instructional team to promote learning activities for students that is consistent with district and school education objectives
- Notifies site administrator of the special needs of students who display characteristics which vary from the norm. Collaborates with specialists to assist students
- May monitor the activities of a teacher assistant and classroom volunteers
- Orders classroom supplies and instructional materials
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement toward the Portrait of the Graduate
- Integrates knowledge and skills that are relevant achieving the Portrait of the Graduate
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to instruct, present, convey, discuss and exchange information
- Ability to detect, distinguish, identify, recognize, inspect and discern
- Ability to move about the classroom and the campus
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to lift, reach, stoop, bend, twist and to hold and grasp objects
- Ability to use whiteboards easels, bulletin boards, and markers to print
- Ability to use classroom technology such as interactive whiteboards or panels, telephones, desktops, laptops, and/or chromebook computers and other forms of technology
- Ability to withstand adverse weather conditions if required to perform duties outdoors
- Ability to communicate effectively with the public, employees, children and parents
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces

- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity, such as setting up and operating equipment

INSTRUCTIONAL INTERRUPTION RECOVERY TEACHER

REQUIRED QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Education
- Valid Arizona teaching certificate
- Must meet qualification requirements in respective subject such as: Language Arts, Math, Science, Social Studies, Foreign Language, Elementary Education, Early Childhood Education as appropriate
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements
- Must be able to travel between school sites; this is an itinerant position

SUMMARY

Students must have a qualified/certified teacher at all times during the recovery period from the COVID-19 pandemic to avoid further learning loss due to teacher availability. This itinerant position will be used to fill in for teachers who are unable to teach their class(es) for one or more days. This teacher will be assigned to school sites as needed and will follow and implement the curriculum program consistent with district educational goals and objectives. Responsible for following through on plans provided by teachers and principals to maintain a consistent instructional program for students when there is an unavoidable interruption.

Reports to: Appropriate Associate Superintendent or designee

ESSENTIAL FUNCTIONS

- Provides continuous instruction for students when assigned teachers are not available. Follows acceleration plans to close gaps between expected achievement levels and current levels which may have been caused by school closures, hybrid learning models, and remote online instruction during the COVID-19 pandemic
- Collaborates with other teachers as appropriate to differentiate/personalize instruction to meet the needs of individual students; assists in collecting data/information on student learning
- Provides supplemental instruction in the content areas in a variety of settings as needed
- Builds capacity in schools to overcome learning loss
- Available to move between classrooms and schools to provide instructional interruption recovery services as needed
- Assists in preparation of curriculum and curriculum materials
- Observes and monitors students' behavior in the classroom, playground, field-trips, lunchroom, library, school buses and other areas
- Maintains and promotes a classroom atmosphere which ensures the emotional and physical safety and well-being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility
- Assesses student needs and develops, implements and evaluates daily lesson plans for students, to include scheduled activities and materials. Modifies instruction of program to meet the needs of each child
- Plans, organizes and displays classroom materials, space and time appropriate to curricular activities
- Utilizes and implements classroom management techniques to maintain organization, orderliness, student safety, and a productive learning environment. Utilizes positive reinforcement to maximize desired behavior and educational outcomes
- Plans instruction to achieve specific objectives based upon student need and established curriculum. Implements instructional techniques to encourage and motivate students

- Evaluates written materials to include written assignments and tests. Analyzes and evaluates student progress and course curriculum
- Evaluates student performance regarding achievements in curriculum and activities and makes necessary provisions to meet learning needs. Ensures parents and students are informed of methods of evaluation utilized in the classroom
- Provides information to the assigned teacher to assist in informing parents of student progress.
- Participates as a member of an instructional team to promote learning activities for students that is consistent with district and school education objectives
- Notifies site administrator of the special needs of students who display characteristics which vary from the norm. Collaborates with specialists to assist students
- May monitor the activities of a teacher assistant and classroom volunteers
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement toward the Portrait of the Graduate
- Integrates knowledge and skills that are relevant achieving the Portrait of the Graduate
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to instruct, present, convey, discuss and exchange information
- Ability to detect, distinguish, identify, recognize, inspect and discern
- Ability to move about the classroom and the campus
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to lift, reach, stoop, bend, twist and to hold and grasp objects
- Ability to travel between school sites for work assignments
- Ability to use whiteboard, easel, bulletin boards, and markers to print
- Ability to use classroom technology such as interactive whiteboards or panels, telephones, desktops, laptops, and/or chromebook computers
- Ability to withstand adverse weather conditions if required to perform duties outdoors
- Ability to communicate effectively with the public, employees, children and parents
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity, such as setting up and operating equipment