

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: W.E.B. COORDINATOR

Job Purpose Statement/s: Under the direction of the designated administrator, assist with the implementation of Where Everybody Belongs (WEB) program related directly to providing support to students. Organize student activities fostering community and positive growth among their peers. Provide services required for the assigned program.

Essential Job Functions:

- Facilitate the application process for the program.
- Provide guidance to the students identified as WEB leaders.
- Facilitate orientation activities.
- Conduct the WEB leader training activity.
- Distribute information the staff regarding the program and scheduled activities.
- Organize and facilitate meetings related to the WEB program.
- Provide guidance and supervision for students to gather materials for the various events.
- Provide direction to students for setting up and breaking down items utilized for scheduled events.
- Prepares documentation related to the program requirements.
- Collaborate with the WEB coordinators from the other middle school.
- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Must possess a valid California Teaching credential, including authorization to teach English learners.
- Must have experience with diverse student and community populations.

Knowledge and Abilities:

KNOWLEDGE OF:

- State and Federal educational program requirements.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures.
- Effective research-based instructional methodologies, including differentiated instruction to meet the needs of all students.
- Student behavior management strategies and techniques.
- Academic content appropriate to assigned grade level(s).
- Effective communication with children and adults.

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- Methods for assessing students' academic needs.
- A variety of instructional strategies for meeting students' assessed academic needs.
- The California Common Core State Standards.
- Appropriate instructional materials that are aligned to the California Common Core State Standards
- Best practices in the teaching and learning of English Language Development.
- The analysis and use of data and other evidence to inform instructional practice.
- Effective coaching and staff development techniques for adult learners.
- The operation and use of a computer workstation, software for producing a variety of documents, and presentations.
- Strategies for working collaboratively with all stakeholders in a multicultural and multilingual setting.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping, report preparation, filing, and proofing techniques.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- State laws and District regulations which govern professional conduct and accountability.

ABILITY TO:

- Demonstrate and communicate effective research-based methodologies, including differentiated instruction to meet the needs of all students.
- Develop and implement lesson plans that are aligned to the California Common Core State Standards and are appropriate to student needs.
- Assess student needs and design instruction to meet the identified needs.
- Establish and maintain effective working relationships and good rapport with students, site administrators, other staff members, and parents.
- Work successfully in a culturally and linguistically diverse community.
- Use district data systems to facilitate data discussions and use data to inform instruction.
- Support school leadership in fostering mutual respect of stakeholders.
- Reflect on instructional practice.
- Plan, organize, schedule and perform duties to support District-level and school site-level academic goals and the sustained focus on student achievement outcomes.
- To use correct English usage, grammar, spelling, punctuation, and vocabulary in oral and written communication.
- Maintain effective working relationships with a wide variety of groups and individuals, including District administrators, employees, parents or members of the public.
- Meet schedules and timelines.
- Work confidentially with discretion.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Classroom environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Principal or designee

Work Year: 183 Days

Salary Placement: Additional compensation as outlined in the Collective Bargaining Agreement.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Certificated Teachers

Board Approved: June 21, 2016