

Gifted and Talented Education Site Chair
Expectations and Responsibilities

The mission of the GATE Program in Lancaster School District is to provide instruction and programs that accelerate and differentiate instruction and services for GATE learners in the educational classroom setting, as well as specialized programs.

The GATE Site Chair's role is to support the site staff in carrying out a differentiated educational program attending to GATE students needs for acceleration and novelty.

- Developing and coordinating the site GATE Program
- Supporting classroom teachers with implementation of GATE strategies (GATE Icons, Depth and Complexity Icons).
- Attending ALL district trainings for GATE instruction and train site staff
- Corresponding with parents, students, and staff regarding GATE testing and GATE testing procedures
- Attending required GATE test administration training work with site staff to complete GATE testing
- Scheduling and coordinating GATE and test administration
- Completion of GATE Matrix for identification purposes of all identified students, and all students who have scored within applicable range on the district adopted GATE assessment
- Coordination of services for GATE students
- Coordination of Individualized Gifted Plans (IGP's) for all students identified as for Gifted and Talented services.
- GATE data recording and reporting
- District GATE Site Chair meetings (monthly)
- GATE info Family Night (annual)
- Performs other related duties as assigned

The GATE Site Chair will receive a \$1,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

Gifted and Talented Education Site Chair
Expectations and Responsibilities

The mission of the GATE Program in Lancaster School District is to provide instruction and programs that accelerate and differentiate instruction and services for GATE learners in the educational classroom setting, as well as specialized programs.

The GATE Site Chair's role is to support the site staff in carrying out a differentiated educational program attending to GATE students needs for acceleration and novelty.

- Under the direction of site administration, GATE chairs will assist in the development of the GATE Plan for the site.
- Under the direction of site administration assist in the implementation of the site identified GATE program.
- Provide ongoing communication to the school site regarding the GATE site GATE program expectations.
- Supporting classroom teachers with implementation of GATE strategies (GATE Icons, Depth and Complexity Icons).
- Attending ALL district trainings for GATE instruction and train site staff
- Corresponding with parents, students, and staff regarding GATE testing and GATE testing procedures
- Attending required GATE test administration training work with site staff to complete GATE testing
- Scheduling and coordinating GATE and test administration
- Completion of GATE Matrix for identification purposes of all identified students, and all students who have scored within applicable range on the district adopted GATE assessment
- Coordination of services for GATE students
- Coordination of Individualized Gifted Plans (IGP's) for all students identified for Gifted and Talented services (collaborate with the GATE students assigned teacher, and parent to complete the Individualized GATE plan)
- GATE data recording and reporting
- Ensure Teachers are aware of who the identified GATE students are in their classrooms
- District GATE Site Chair meetings (monthly)
- GATE info Family Night (annual)
- Performs other related duties as assigned

The GATE Site Chair will receive a \$1,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

Advancement Via Individual Determination (AVID) Site Chair
Expectations and Responsibilities

The mission of the AVID Program in Lancaster School District is to build access to career and college readiness skills and behaviors for underrepresented students within the Lancaster School District.

The AVID Site Chair's role is to model, support, facilitate, and engage site staff in schoolwide implementation of AVID strategies

- Supports the development of AVID site team plan
- Supports implementation of site AVID strategies and site team plan
- Supports training of AVID strategies at the school site
- Attends regularly scheduled (monthly) district level meetings
- Monitors site AVID Assessments (CCI)
- Assists with site team member AVID contracts
- Acts as a liaison between site team, administration, and Director of Special Programs
- Corresponding with parents, students, and staff regarding AVID implementation
- Coordinate AVID Family Night
- Performs other related duties as assigned

The AVID Site Chair will receive a \$2,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

Advancement Via Individual Determination (AVID) Site Chair

Expectations and Responsibilities

The mission of the AVID Program in Lancaster School District is to build access to career and college readiness skills and behaviors for underrepresented students within the Lancaster School District.

The AVID Site Chair's role is to model, support, facilitate, and engage site staff in schoolwide implementation of AVID strategies

- Under the direction of site administration the AVID Chair will support the AVID Site Team to Develop AVID site goals in line with the district goals for the AVID program
- Work with the site administration to incorporate the site team plan into the School Plan for Student Achievement
- Provide ongoing communication of site goals to staff
- Assist in monitoring AVID program
- Under the direction of site administration, supports implementation of site AVID strategies and the site team plan
- Provides training of AVID strategies at the school site
- Attends regularly scheduled (monthly) district level meetings
- Under the direction of the site Principal work with the site team to complete site AVID Assessments (CCI)
- Collect, upload, analyze, and communicate AVID data to school sites (to include but not limited to implementation data, CCI, and site demographic data).
- Under the direction of site administration, Identify appropriate training for school site members to attend aligned with school AVID site team goals.
- Acts as a liaison between site team, administration, and Director of Special Programs
- Corresponding with parents, students, and staff regarding AVID implementation
- Coordinate at minimum, one AVID Family Night
- Performs other related duties as assigned

The AVID Site Chair will receive a \$2,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

Lancaster School District

Assessment Site Chair

Description of Duties

Role

The Assessment Site Chair will support the site staff in the preparation, planning, scheduling, administration and analysis of state and local assessments.

Responsibilities

- Works collaboratively with district and site to facilitate/participate in development/selection of local assessments
- Works collaboratively with site staff and administration in establishing assessment schedules and related procedures
- Attends regular District Site Assessment Chair meetings
- Provides support to site teachers in creating reports and analyzing assessment data for PLC's
- Assists site staff in communicating to parent and community members about state and local assessments
- Supports site teachers in prep and administration
- Performs other related duties as assigned

Rate of Compensation

Amount: \$1,500 annually

Payment: One half of the pay will be issued in January and the remaining half will be paid in July.

Lancaster School District

Assessment Site Chair
Expectations and Responsibilities**Role:**

The Assessment Site Chair will support the site staff in the preparation, planning, scheduling, administration, and analysis of state (CAASPP/ELPAC) and local assessments.

Expectations and Responsibilities:

- ❖ Attends regular District Assessment Chair meetings.
- ❖ Attends and participates in professional development sponsored by LACOE and/or the Lancaster School District.
- ❖ Provides professional development for school staff and parents to understand assessment results.
- ❖ Works collaboratively with district and site to facilitate/participate in the development/selection of local assessments.
- ❖ Works collaboratively with site staff and administration in establishing assessment schedules and related procedures.
- ❖ Provides support to site teachers in creating reports and analyzing assessment data for PLCs.
- ❖ Assists site staff in communicating to parents and community members about state and local assessments.
- ❖ Supports staff in the preparation and administration of state (CAASPP/ELPAC) and local assessments.
- ❖ Works with the test administrator and test examiners to review student information in TOMS (CAASPP/ELPAC) before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.
- ❖ Assists in the proper handling of all printed test material, including student log-in information, and scratch paper.
- ❖ Verifies that test administrators and test examiners are adhering to all test security policies and practices.
- ❖ Monitors testing progress during the testing window (state/local) and will ensure that all students participate as appropriate, addressing student issues as needed.
- ❖ Performs other related duties as assigned.

The Assessment Site Chair will receive a \$1,500 stipend. One-half of the payment will be issued in January and the remaining half will be paid in July.

Student Study Site Chair

Description of Duties

Role

The Student Study Site Chair will support the site staff in providing and monitoring effective intervention strategies to support struggling students.

Responsibilities

- Coordinate training and implementation of SST Online
- Provide support to teachers regarding intervention strategies
- Monitor SST process including level 1, 2, 3 meetings
- Monitor student SST status, documenting referrals, intervention, progress
- Provide District/site with student data as necessary
- Attend District Student Study Site Chair meetings
- Performs other related duties as assigned

Rate of Compensation

Amount: \$3,000 annually

Payment: One half of the pay will be issued in January and the remaining half will be paid in July.

SST Site Chair

Expectations and Responsibilities

Lancaster School District embraces a Multi-Tiered Systems of Support (MTSS) approach to assisting students whose behavioral and/or academic struggles are hindering their success in the general education classroom. The purpose of the LSD Student Support Team (SST) is to effectively bring together all the available resources in order to help the student reach his or her highest potential.

Student Support Teams may consist of parents, teachers, administrators, and support personnel from the school such as psychologists, speech specialists, and special education teachers. Teams focus on the early identification of significant struggles, the sharing of concerns, strengths on which to build, and the development of a plan for best meeting the needs of the student. Teams implement a clearly defined procedural process for supporting student success, including measurable student-centered goals and interventions to help meet those goals through equitable and culturally responsive actions.

Role

The Student Support Site Chair will support the site staff in understanding and implementing the SST process.

- The Pre-SST process is initiated, documented, and monitored by teacher(s) with support from the SST Site Chair as needed (refer to SST Process Flowchart).
- Full SST meetings are coordinated and documented by the SST Chair.
- Various Student Support Team members are responsible for intervention implementation and documentation as determined in the Full SST meeting.

Responsibilities

- Coordinate training and implementation of SST Process and documentation system for SSTs.
- Provide support and resources to teachers regarding appropriate and culturally relevant interventions that ensure that the SST process is grounded in equitable goals and actions.
- Ensure documentation of Full SST meetings include appropriate student goals, interventions to meet goals, and progress monitoring expectations.
- Coordinate and document Full SST Meetings including
 - Academic/Behavior/Speech*/Attendance Full SST Meeting
 - Parent/Guardian Assessment Request
 - Foster Student Intake Meeting
 - Retention/Promotion
 - 504 Meetings
 - Post-Assessment "Does Not Qualify" (DNQ) Follow-Up
 - Referral to Alternative Education Setting Meeting
- Provide district/site with student SST data as necessary
- Attend district Student Study/Support Site Chair meetings
- Perform other related duties as assigned

The SST Site Chair will receive a \$3,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

**Refer to Language and Speech FlowChart*

Current

Lancaster School District

PBIS Site Coach (Chair)

Description of Duties

Role

The PBIS Site Coach (Chair) will support the site staff in implementing PBIS strategies with fidelity.

Responsibilities

- Works to ensure that PBIS is implemented with fidelity at the school site
- Attends and participates in PBIS trainings and professional development sponsored by LACOE and/or the Lancaster School District
- Communicates with District PBIS Coaches
- Recognizes, supports, and uses effective team meeting processes
- Ensures equal distribution of roles and responsibilities in school PBIS teams
- Assists in data collection/analysis and evaluations
- Assists with process for on-going problem solving in site PBIS implementation
- Assists in communication with administrators, families, students, staff, community members
- Attends and participates in school based PBIS Team meetings and ensures team meets regularly
- Attends and participates in monthly Coaches Meetings
- Assists with PBIS data collection in school (e.g.: walk-through tool and academic data)
- Ensures expectations are taught, reinforced, and monitored at the school-wide level
- Coordinates school celebrations/boosters
- Facilitates monthly Tier 1/Universal Team meetings, including creating an agenda and minutes
- Communicates PBIS activities and/or SWIS data at staff meetings
- Coordinates the completion of assessments and creates Action Plans to strengthen PBIS implantation for all Tiers (e.g.: Tiered Fidelity Inventory, Self-Assessment Survey, etc.)
- Disaggregates data and leads teams in activities to examine hypotheses
- Communicates with parent groups
- Networks with other site coaches, district coaches and LACOE coordinators
- Performs other related duties as assigned

Rate of Compensation

Amount: \$1,000 annually

Payment: One half of the pay will be issued in January and the remaining half will be paid in July

Lancaster School District

PBIS Site Chair Expectations and Responsibilities

Role

The PBIS Site Chair will support the site staff in implementing Positive Behavioral Interventions and Supports with fidelity.

Responsibilities

Professional Development

- Attends and participates in PBIS trainings and professional development sponsored by LACOE and/or the Lancaster School District
- Attends and participates in monthly Chair meetings

Communication and Collaboration

- Communicates with District PBIS coaches
- Recognizes, supports, and uses effective team meeting processes
- Ensures equal distribution of roles and responsibilities in school PBIS teams
- Assists in communication with administrators, families, students, staff, and community members regarding data and PBIS plans
- Attends and participates in school based PBIS Team meetings and ensures team meets regularly
- Communicates PBIS activities and data at staff meetings and via online communication
- Communicates with parent groups (including, but not limited to, SSC, ELAC, AAAC)
- Networks with other site chairs, district coaches and County Coordinators

Implementation of PBIS

- Works to ensure that culturally responsive PBIS is implemented with fidelity at the school site
- Assists with equitable process for on-going problem solving in site PBIS implementation
- Ensures expectations are taught, reinforced, and monitored at the school-wide level
- Coordinates school celebrations/boosters
- Facilitates monthly Tier 1/Universal Team meetings, including creating an agenda and minutes
- Coordinates the completion of assessments and creates Action Plans to strengthen PBIS implementation for all Tiers (ex Tiered Fidelity Inventory, Self-Assessment Survey, etc)

Data Collection and Analysis

- Assists in data collection/analysis and evaluations of the program
- Assists with PBIS data collection in school (ex walk-through tool and academic data)
- Disaggregates data and leads teams in activities to examine hypotheses
- Performs other related duties as assigned

The PBIS Site Chair will receive a \$1,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

English Learners Site Chair
Expectations and Responsibilities for 2020-2021

The EL Chair's role is to support the English Learners Program at the site; being the point of contact between district and school.

EL Chairs support the mission of the English Learners Program by presenting and promoting effective and practical monitoring systems that allow teachers and site administrators to provide high quality instruction, and to offer language, academic, social, and emotional supports for English Learners.

Expectations and Responsibilities During Distance Learning:

- Present EL Program information in a timely and efficient way
- Develop, in conjunction with site administration, a daily schedule for the bil paraeducator and provide support as needed
- Support classroom teachers by providing resources for ELD instruction and SADAIE strategies
- Attend district/county/state EL PD opportunities as they become available
- Attend required ELPAC/ELD benchmarks administration training and train site staff as needed
- Schedule and coordinate ELPAC administration
- Develop agendas and facilitate at least 5 ELAC meetings
- Collect and send all ELAC documentation to Special Programs in a timely manner
- Ensure all EL students are properly placed in SEI classes
- Support classroom teachers with Designated ELD structure (leveling, providing ELPAC scores)
- Attend district EL Chair meetings
- Be the first point of contact for teachers and bilingual paraeducators
- Provide school/district with EL student progress and program implementation data
- Collect RFEP monitoring forms from teachers as needed
- Complete Reclassification process as needed
- Perform other related duties

EL Chair meetings are held monthly at 3:15pm, as follows:

8/13/20, 9/10/20, 10/8/20, 11/12/20, 12/10/20, 1/14/21, 2/11/21, 3/11/21, 4/8/21, 5/13/21

The EL Site Chair will receive a \$1,500 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

English Learners Site Chair
Expectations and Responsibilities

The EL Chair's role is to support the English Learners Program at the site; being the point of contact between district and school.

EL Chairs support the mission of the English Learners Program by presenting and promoting effective and practical monitoring systems that allow teachers and site administrators to provide high quality instruction, and the necessary resources and support to create and maintain positive learning environments to eliminate barriers to success for all students.

Expectations and Responsibilities:

- Attend all monthly district EL Chair meetings and take detailed notes.
- Subscribe to and read thoroughly each monthly EL and EL Families newsletter and take detailed notes.
- Summarize and present information from EL Chair meetings and newsletters at site staff meetings in a timely and efficient manner.
- Attend 5 hrs per year of district/county/state EL PD opportunities as they become available.
- In conjunction with site administration, facilitate at least 5 ELAC meetings to develop a site plan for English Learners and submit the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement; to assist in the development of the schoolwide needs assessment for English Learners; and to make parents aware of the importance of regular school attendance.
- Actively recruit parents for ELAC meetings by the use of automated calls, flyers, social media, etc.
- Collect and send required ELAC documentation to Special Programs in a timely and accurate manner.
- Provide EL student lists to teachers by the end of the second week of each semester (Fall/Spring) and ensure every EL student has an ELD course on their schedule.
- Provide ELPAC scores to teachers as they become available.
- In conjunction with site administration, develop and provide a daily schedule for bilingual paraeducators by the end of the third week of the Fall semester.
- Assist staff with Ellevation, PowerSchool and Illuminate, as it pertains to EL data and reports.
- Support staff with state and local assessments as it pertains to ELs.
- Practice and promote data-driven, standards-based Designated ELD instruction and research-based Integrated ELD strategies.
- Assist staff with locating and selecting resources for Designated and Integrated ELD instruction.
- Use Ellevation to assign, monitor and collect RFEP monitoring forms at the end of each semester (Fall/Spring).
- Use Ellevation to complete the Reclassification process three times a year, to include: assignment, monitoring, and collection of Teacher Input forms; and scheduling and finalizing Parent meetings.
- Support and promote implementation of complementary programs for ELs.
- Host one Cafecito or write one article for the EL Families newsletter per year.
- Collect one student work sample to be included in the EL Families newsletter every month.
- Be the liaison between teachers and bilingual paraeducators, and the district office.
- Perform other related duties.

The EL Site Chair will receive a \$2,000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.

21-22
NEW

Lancaster School District

Technology Integration Chair

The Technology Integration Chair's role is to support the site staff, students and families to use technology effectively for collaboration, communication, critical thinking and creativity to improve students' learning experiences and outcomes.

Expectations and Responsibilities:

- Attend monthly technology meetings.
- Monitor CIPA compliance for the site annually.
- Attend annual training for technology committee members.
- Pull monthly reports from technology platforms to monitor and evaluate utilization, student growth, and program effectiveness.
- Assist in the recommendation of new technology through data driven processes, pilots, and research.
- Train teachers on learning platforms and digital citizenship.
- Acts as liaison between ITS/Innovation, site, and administrator.
- Communicate with staff about technology improvements, program implementation, and other related issues.
- Provide one or more technology training(s) annually for classified staff based on needs.
- Provide one or more technology training(s) annually for parents.
- Assist in the planning and implementation of district coding events.
- Assist administration to update and review the current technology plan as needed.
- Analyze data to support district approved educational technology programs/platforms.
- Deliver IT related information and training at staff meetings or as otherwise scheduled
- Perform other related duties as assigned.

Minimum Qualifications: Level 1 Google Certification, Nearpod experience, ViewSonic Certified, 2 or more years teaching experience.

The Technology Integration Chair will receive a \$1000 stipend. One half of the pay will be issued in January and the remaining half will be paid in July.