



<p style="text-align: center;">State and Federal Programs SCUSD Supplemental Educational Services Program</p>

The Duties and Responsibilities of SCUSD SES Teachers:

- Teachers will participate in professional learning:
 - All professional learning will be scheduled during after school hours
 - Initial professional learning opportunity will be 2 hours
 - Follow up sessions will be a minimum of 3 hours between January and March
- Teachers will provide 20 hours of tutoring in either math or ELA
- Teachers will provide tutoring to a maximum group of 10 students (10:1) at each session.
- Teachers will tutor during after school hours for one hour per day/ 2 hours per week at the student's school site.
- Teachers will work collaboratively with other SCUSD SES teachers at the school site to create class lists for tutoring groups
- Teachers will effectively use technology and manage the laptops used by students
- Teachers must administer online pre and post assessments as well as monthly progress monitoring using i-Ready
- Teachers will conduct a one to two hour parent meeting to share Student Learning Plans and inform parents about the tutoring program
- Teachers will utilize two hours to analyze data from the i-Ready diagnostic to create instructional groups for small group or one on one instruction.
- Teachers will effectively utilize i-Ready instructional materials, both in print and online, to plan for small group or one on one instruction.

- Teachers will prepare and maintain documents on the Cayen SES Data Management System and i-Ready: Student Learning Plans (one per student), take daily attendance and monthly progress reports.
- Teachers will effectively communicate student progress with teaching staff.
- Teachers must communicate with the office of State and Federal programs when concerns or issues arise
- Teachers will effectively collaborate with the Coordinator of State and Federal Programs, who will provide additional support and monitor the program.

In the event that 600 students and 60 teachers participate in the SCUSD SES programs, Lead Teachers will support the program at each site. The Lead Teacher's tutoring schedule will differ from the team's tutoring schedule to allow time for additional duties.

Lead teachers' responsibilities include but are not limited to:

- Assume the lead teacher role 1-2 days per week
- Afterschool utilize one to two days of student free time to complete team's paperwork, input attendance into the Cayen system and communicate issues or troubleshoot with State and Federal programs.

Who can apply:

All SCUSD teachers and substitutes are able to apply.

Selection process for SES Teachers:

Teachers interested in tutoring for **SCUSD** will need to submit a SCUSD SES Teacher interest questionnaire to the State and Federal Programs Office at Box 725 or email to kelley-odipo@scusd.edu or lisa-hayes@scusd.edu.