

## **Early Language and Literacy Designee-Lead Teacher – Duties**

*In order to qualify for the ELLP coordinating differential\*, Early Language and Literacy Designees must serve grades K-2, and must also commit to attending all required PD.*

*Additionally, Early Language and Literacy Designees will provide support to their school site colleagues and students. Below are examples of practices the ELLP Designee will engage in and promote:*

- **Attend all Designee PD opportunities and network meetings, with the goal of sharing the learning at site.**
- **Work with school site leadership team and teachers to strategically align school resources (staff, instruction, time, grouping) to best serve student needs.**
- **Analyze data and student work, help create and maintain data walls, and collaborate in data dialogues at sites to organize for instructional grouping and lesson planning.**
- **Engage in self-study with resources in the online PD repository.**
- **Plan with leadership team at site to design and implement a PD series for site teachers, differentiated for their needs.**
- **Support site TA's in literacy pedagogy, with a focus on high impact strategies.**
- **Meet with parents of students in primary grades to promote and support language and literacy development in the home.**
- **Videotape data dialogues and effective lessons to share good work in the PD catalogue.**
- **Maintain logs and records (provided at launch PD in October and November 2019) to demonstrate fulfillment of the responsibilities of the Designee.**
- **Maintain frequent dialogue and updates with Principal.**
- **Stay current with email from LD and DOI PD coordinators.**
- **Maintain required documentation and logs.**

*\*ELLP Designee differential or Designee-teacher team: LAUSD employees may not be paid more than one coordinating differential at a time. One ELLP differential per site max.*

**Division of Instruction – EARLY LANGUAGE & LITERACY PLAN 2019-20**  
**ELLP Designee Duties (p.1) and DIFFERENTIAL CERTIFICATION Form (p.2)**  
**Certification of Completion of Requirements for Differential**

Upon completion of each SEMESTER of service of the Early Language & Literacy Designee at your school site:

- Print a copy of your ELLP Designee worklogs for administrator verification of fulfillment of designee responsibilities.
- Scan and email completed form to [jnb1898@lausd.net](mailto:jnb1898@lausd.net) by January 24, 2020 (for first semester) and **by June 15, 2020** (second semester).
- **ELLP Differential funding is for the 2019-20 fiscal year. Forms received after June will not be processed.**

**DOI PAYS THE DIFFERENTIAL – NO ACTION IS REQUIRED BY TIME REPORTER AT YOUR SITE.**

The following employee has served in the capacity of Early Language and Literacy Designee.

<i>Local District (circle)</i>				<i>School Site</i>		<i>Location Code</i>	
<b>NW</b>	<b>NE</b>	<b>C</b>	<b>E</b>	<b>S</b>	<b>W</b>		
<b>Designee's Info (print):</b>	<i>First</i>			<i>Last</i>			
	<i>LAUSD Email</i>				<i>Cell Phone</i>		
	<i>@lausd.net</i>						
	<i>Employee Number</i>		<i>Designee's Job Title</i>			<i>Designee to receive ELLP coordinating differential*?</i>	
Yes No							
<input type="checkbox"/> <b>Designee confirmation:</b> By signing below, I confirm my understanding of the requirements of the Early Language and Literacy Plan Designee as set forth on page 1 of this document, and am carrying out those responsibilities on behalf of the students and staff of my school site. <b>I understand LAUSD employees are not permitted to receive more than one coordinating differential at a time.</b>							
<i>Date</i>				<i>Designee's Signature</i>			

**Principal's confirmation of ELLP fulfillment of responsibilities and eligibility for semester stipend:**

I have reviewed the required duties of the ELLP Designee and I verify that the employee above has fulfilled the responsibilities of the Early Language and Literacy Designee as set forth in this document. I understand that a copy of this documentation is to be kept on file at this location with other payroll records for a minimum of five years.							
<b>Designee's name (print):</b>	<i>First &amp; Last</i>			<i>Employee #</i>		<i>Dates/Term of Service</i>	
<b>Principal's name (print):</b>	<i>First</i>			<i>Middle</i>		<i>Last</i>	
<i>School Site</i>				<i>Principal's email address</i>			
<i>@lausd.net</i>							
<i>Date</i>				<i>Principal's Signature</i>			