

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DISTRICT BILINGUAL COORDINATOR**
Department: Designated Site
Reports to: Assistant Superintendent of Curriculum and Instruction

SUMMARY:

Maintains, organizes and administers the overall program of multicultural and bilingual activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Assumes leadership role in the orientation and in-service training of bilingual personnel.
- * Represents the District in matters of multicultural activities.
- * Is responsible for the organization and scheduling of multicultural events.
- * Develops and continues to evaluate appropriate programs.
- * Fosters good school-parent relations by maintaining communications.
- * Coordinates the review, selection, and purchase of instructional materials.
- * Coordinates and assists the Bilingual Advisory Committee and its activities.
- * Responsible for developing specialized curriculum to support the bilingual program.
- * Assists evaluation in pre and post testing.
- * Assists and supports Spanish and English teachers with methods of instruction and scheduling.
- * Provides demonstration and model lessons for teachers.
- * Works directly with students as needed.
- * Belief in philosophy of bilingual education.
- * Ability to relate to and work well with all segments of a multicultural school and community.
- * Ability to work with and train staff.
- * Knowledge of grant writing and application process.
- * Knowledge of computers.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

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/or EXPERIENCE:

Administrative Credential, Teaching Credential, with five years teaching experience. Bilingual and bi-literate in English and Spanish. Successful teaching experience in bilingual programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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.

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

WORK ENVIRONMENT:

The work environment characteristics described 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. The noise level in the work environment is usually very moderate to quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.