

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Multilingual Education and Global Achievement (MEGA)

Purpose Statement

The job of Coordinator, MEGA, is responsible for coordinating the research, development, implementation and assessment of professional learning, instructional guidance, tools, and resources related to specific content areas, to support schools and districts to implement high quality, standards-based teaching and learning for multilingual learners.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Collaborates with others (e.g., district personnel, other district personnel, community organizations, etc.) implementing and maintaining quality services and/or programs for multilingual learners.
- Manages and/or leads professional learning of English learners, dual language, and other multilingual programs.
- Coordinates and oversees the development of written reports, guidance, tools, and curriculum resources conveying information required to support quality instruction for multilingual learners.
- Coordinates program components, support needs and materials (e.g., negotiating contracts with vendors, reserving space, etc.) meeting district and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g., budgetary, professional learning, grants, guides, and resources, etc.) providing up-to-date reference, data and demographic information and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in and leads meetings, workshops, training, and seminars (e.g., supporting school districts, etc.) conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports compliance with district and/or grant program requirements.
- Presents information to school districts and SDCOE (e.g., program offerings, funding status, participation levels, etc.) promoting programs, gaining feedback, and complying with established internal controls.
- Provides leadership, consultation and technical assistance to districts and schools facilitating effective program design and implementation for multilingual learners.
- Researches, writes, and presents grant information securing alternative funding and engaging in innovative instructional practices and learning opportunities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Grant administration;

Community resources;

District policies and procedures;

Issues relating to at-risk youth;

Assessment instruments and techniques;

Codes/laws/rules/regulations/policies;

Methods of first/second language instruction.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Facilitate instruction in a second language;

Schedule a significant number of activities, meetings, and/or events;

Independently work with others in a wide variety of circumstances;

Utilize specific, job-related equipment;

Problem solve to analyze issues and create action plans;

Adapt to changing work priorities;

Communicate with diverse groups;

Set priorities;

Build collaborative relationships;

Work with constant interruptions;

Maintain confidentiality;

Meet deadlines and schedules;

Work as part of a team;

Work with detailed information/data.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A Bachelor’s degree in education, education administration, or related field; and

Experience: Four (4) years of experience conducting professional development and/or coaching for educators serving culturally-linguistically diverse students in a variety of instructional settings, including multilingual programs; or

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in education, education administration, or related field; and four (4) years of experience conducting professional development and/or coaching for educators serving culturally-linguistically diverse students in a variety of instructional settings, including multilingual programs.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential
Valid CA Teaching Credential and
BCLAD in Spanish or equivalent document

Valid California Driver’s License

Continuing Educ./Training

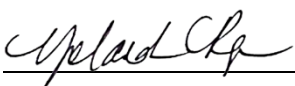
N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Approval Date: 10/2022

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A

