



Job Description

POSITION TITLE:	Coordinator II Bilingual, Multilingual Dept. Educational Services	#5003
SALARY PLACEMENT:	Management Salary Schedule Range 12	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree with a Bilingual authorization and a valid California Teaching Credential. Training in the field of second language acquisition. Previous work experience as a bilingual classroom teacher and staff developer.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess a Master of Arts Degree, valid California Administrative Services Credential, and three years of experience as a staff developer in the area of education of English Learners. Bilingual/biliterate in English and another language. Experience in providing technical assistance to school sites and/or districts.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess a valid California Teaching Credential with a bilingual authorization. Knowledgeable of current pedagogy and proven methods of increasing academic achievement among English language Learners and students with special needs in all educational settings. Knowledge of EL program compliance, ELD curriculum standards and EL program implementation. Knowledgeable of state and federal school reform initiatives. Knowledgeable of state assessments; STAR, CELDT, etc.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Program Director of Multilingual Education, this position will be responsible for the implementation of all professional activities related to the education of English Learners. This person will also support other professional development activities sponsored by the department including all Senate and Assembly Bill authorizations. This position will provide expertise regarding successful research-based best practices for the education of English Learners and assist in county-wide efforts to identify a district/school's areas of strength and weakness concerning educational programs and recommendations for improvement.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff on program development and EL issues.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Recommend successful research-based instructional strategies and programs for English Learners.
14. Articulate the use of the California English Language Development Standards and any subsequent or associated documents and/or tools.
15. Assist districts in the selection of appropriate ELD and supplementary EL materials and provide training as appropriate.
16. Provide technical assistance to Program Improvement districts and schools as needed.
17. Participate in ongoing staff development opportunities to develop expertise in the areas of education of English Learners, including coaching.
18. Participate in school and classroom observations of practices for English Learners, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
19. Write and present training curriculum related to English Learners.
20. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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