

**CERTIFICATED JOB DESCRIPTION**

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**BILINGUAL RESOURCE TEACHER  
(STAFF DEVELOPMENT)**

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**JOB SUMMARY:**

Under the supervision of the Executive Director of Language Acquisition and Development. The Bilingual Resource Teacher will provide professional development and technical assistance to school sites; coordination of language proficiency assessment; provide assistance to school site personnel responsible for instructional programs in areas related to the instructional program for English Language Learners and the administration and coordination of the language proficiency assessment (CELDT).

**ESSENTIAL JOB FUNCTIONS:**

- Provide professional development and assist the school staff in implementation of the instructional programs for English learners.
- Assist the school staff and principal in the language proficiency assessment and instructional placement process.
- Assist in scheduling and conducting inservice training for school staff, parents and community volunteers to support the instructional program for English learners including: English Language Development (ELD), Literacy, Specially Designed Academic Instruction in English (SDAIE), primary language instruction, and Spanish as a second language.
- Responsible for assisting with student data record monitoring and maintenance.
- Assist in activities of instructional aides assigned to instructional program for English learners.
- Participate in professional development in order to support schools.
- Assist in planning, writing, and reporting of all documents required by state and federal projects and compliance requirements, including budget oversight, project evaluation reports, and second language program evaluation.
- Collaborate with school staff to access and effectively utilize project resources and technology.
- Work as a team with Instructional Services and Support departments.
- Perform other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Credential:**  
Multiple Subject Teaching or equivalent.  
BCLAD or equivalent.  
"No Child Left Behind" compliant.
- **Education:**  
Master's Degree, including all courses needed to meet credential requirements.

*Certificated Salary Schedule*

BOARD APPROVED:

REVISION DATES: 10/4/05