

## COORDINATOR MULTILINGUAL SUPPORT SERVICES

### DEFINITION

Under general direction, plan, organize, coordinate and implement the educational services, training activities, instructional resources, compliance, and support functions of Multilingual Learner Services and other related initiatives; provide curricular and organizational support to schools and districts in San Mateo County.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Curriculum and Instruction. Exercises direct supervision over professional and administrative support staff.

### CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provide facilitation, consultation and technical assistance to school and district leadership teams, administrators, staff, and other stakeholders concerning services to English Learners.
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff, and administrators concerning the ELD Standards, and the English Learner Roadmap.
- Serve as liaison and coordinate communications, activities, and information related to English Learner services and State and federal programs and policies such as ESSA and the English Learner Roadmap between county office of education, elementary/middle/high schools, districts, and other agencies.
- Respond to inquiries and provide detailed technical information in writing and through oral presentations regarding English Learner services, professional development, curriculum, assessment, standards-based materials, parent involvement and funding.
- Lead Networks of Practitioners working to develop and improve Dual Immersion and bilingual programs.

- Co-develop and facilitate sessions on culture, equity in education and cultural humility.
- Support district partners with implementation of the State recommended ELA/ELD Programs which include Designated and Integrated ELD.
- Collaborate with SMCOE content coordinators to support instruction at SMCOE Court and Community Schools.
- Supervise and evaluate assigned personnel.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a master's degree from an accredited college or university with major coursework in education, or a closely related field; and
- Experience working with Multilingual services in a leadership role.
- Experience working with Comprehensive School Improvement at school and district level.
- Experience in bilingual educational; and/or teaching English Language Development
- Site and/or district office administrator experience.

### **Licenses and Certifications:**

- Valid California Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Principles, theories, practices, strategies to increase achievement for English Learners.
- ELA/ELD Common Core State Standards, and all content Frameworks to support Integrated ELD.
- Principles, theories, practices, strategies, and the use of standards-based materials, intervention programs, and the master schedule in accelerating student learning and achievement, especially for Students of Color, English Learners, Students with Disabilities and Students Living in Poverty.
- Practices, procedures, and techniques involved in the implementation of effective professional development activities aligned to culturally responsive teaching and pedagogy.
- Standards, instructional practices and materials, and formative assessment practices (priority areas needed include English Language Arts, Reading Intervention, English Language Development).
- Issues of inequity impacting the education of the targeted populations and how to support schools and districts in raising the achievement of students in the margins.
- Knowledge of MTSS and Universal Design for Learning.
- Current research and best practices on instructional techniques and strategies in schools.

### **Ability to:**

- Design and provide effective professional development for a variety of stakeholder groups.
- Collaborate with other content coordinators to build internal capacity to support Integrated ELD.
- Provide consultation and technical expertise concerning student programs and services.
- Plan and lead group meetings and collaborative decision processes including those in highly charged settings.
- Supervise, evaluate and develop staff.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Investigate and resolve issues, conflict and complaints in a timely manner with positive results.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate flexibility, multi-task, meet deadlines and establish priorities in a fast-paced work environment.
- Develop and recommend short-term and long-range plans.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.