

Sonoma County Office of Education – Job Description

Certificated Management

CURRICULUM COORDINATOR-BILINGUAL PRESCHOOL EL COACH

Definition:

To implement high-quality support programs for Preschool English learner students; provide coaching and language acquisition expertise to early childhood education staff; assist with the development of lessons to support Preschool English learners; assist in the planning and implementation of staff training in the areas of language acquisition and strategies to enhance English language development; and perform related duties as assigned. Continuation of this position contingent on continued funding.

Distinguishing Characteristics:

- Working in collaboration with the Coordinator, School Readiness, incumbent provides coaching and language acquisition expertise for preschool staff through regular contact, assessments, and observations.
- Contacts with others include preschool staff, peers, and supervisors within the department, County Office staff, district and site personnel, boards, the public, and other agencies as an official representative of the County Office at meetings, workshops, trainings, presentations, special events, and/or conferences.

Supervision Exercised and Received:

Daily direction is provided by the project coordinator and administrative direction is provided by the Director of Educational Support Services. Supervisory responsibilities may include directing classified staff as assigned.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Model and coach English language development (ELD) strategies in the preschool environment.
- Support preschool staff in developing and implementing a rich curriculum of ELD for preschool English learners.
- Support and guide preschool staff in their development of effective strategies to work with EL students.

- Participate in advocacy activities that work toward the improvement of Early Childhood Education.
- Establish and maintain clear communication and cooperative working relationships with preschool staff through e-mails, letters, telephone communication, attendance at meetings, and site visits.
- Provide support to other County Office programs by participating in intra-office activities; i.e., task forces, special projects, and community relations.
- Develop personal goals and objectives that support and are consistent with the goals of the TALLK project, the Instruction Division, and the County Office.
- Participate in County Office staff meetings and provide support to preschool programs by attending meetings regularly, initiating relevant agenda items; sharing ideas and opinions as appropriate.
- Maintain professional competencies in areas of responsibilities; maintain contact with and participate in professional job-related organizations.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Developmentally-appropriate teaching strategies for preschool English learners.
- Best teaching practices and effective preschool curriculum development for early childhood education.
- Second language acquisition in preschool children.
- Early language development with language minority children.
- California Department of Education's Child Development Division's Desired Results Developmental Profile, its use in the classroom and its Pre-k guidelines and competencies.
- Assessments utilized with preschool children and the application of assessment results to formulate learning plans.
- Pre-kindergarten curriculum activities and competencies.
- Features of effective preschool environments; e.g., small- and large-group times, outside time, transition time, and physical setup.
- Preschool programs within the county.
- Instructional techniques, materials, and methods for providing information and resources at the preschool level.
- Principles, practices, methods, and strategies applicable to preschool instruction, general curriculum, and staff development.
- Federal, state, and local laws; codes, regulations, requirements and current research and development pertaining to areas of assigned responsibility.

Ability to:

- Understand, speak, write, and read Spanish and English fluently and effectively.
- Assist with trainings, modeling, and coaching preschool staff on teaching strategies for English learners that are developmentally appropriate and are aligned with state guidelines/standards.
- Provide preschool staff with clear objectives for planning and providing children with an appropriate range of experiences.
- In collaboration with the coordinator, make decisions about staff and children's needs in the area of ELD, interpreting observations, and planning what to do next.
- In collaboration with the coordinator, analyze data and situation(s); render judgment, make decisions, and solve problems efficiently and effectively.
- In collaboration with the coordinator, respond promptly to requests of preschool staff concerning ELD; provide needed direction, assistance, training, materials, and resources.
- Establish open, supportive relationships among adults and children involved in the preschool setting;
- Support and understand children's home cultures.
- Express ideas and concepts clearly and concisely in both oral and written form in both English and Spanish; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, private agency personnel, vendors, and consultants.
- Represent County Office in a professional, positive manner.
- Use good judgment when working with internal and external clients.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor's Degree from an accredited college or university with an emphasis in early childhood education, administration, or closely related field.
- Masters in Early Childhood Education, preferred.

Experience:

- Five (5) years teaching experience, including experience in preschool settings.
- Three (3) years experience providing support to English language learners (preferably Spanish speakers).

Credentials:

- A Valid California Child Development Permit: Program Director or Teacher Permit or a Multiple Subject Teaching Credential.
- *Additionally:* applicant should have one of the following qualifications: (1) experience working with EL students or (2) authorization to work with English Language Learners (CLAD/BCLAD/CTEL or SB395/AB2913)

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).

- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: February 2, 2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services