

Sonoma County Office of Education – Job Description

Certificated Management

PROGRAM COORDINATOR II-ENGLISH LANGUAGE DEVELOPMENT (K-12)

Definition:

Provide a wide range of services related to English language development (ELD), and English learner parent resources as a team member of the Educational Support Services at the Sonoma County Office of Education. Responsibilities include serving as a subject-matter expert; implementing professional development of instructional resources and effective research-based instructional practices to enhance capacity of instructional staff; consulting and classroom coaching; serving as a resource to teachers/administrators in identifying and using appropriate ELD instructional resources and strategies; facilitating district/school consensus and collaboration; writing informative, instructional articles for the Sonoma County Office of Education and local publications; and performing related duties as assigned. Continuation of this position is contingent upon annual review of the program and continuation of funding.

Distinguishing Characteristics:

- Under the guidance of the Deputy Superintendent, incumbent is a member of a highly-skilled and experienced group of content specialists who provide consultation and guidance to teachers and administrators focused on an identified set of program components.
- This on-going support and assistance is site-based and specific to the unique needs of the district.

Supervision Exercised and Received:

General direction is provided by the Deputy Superintendent.

Example of Duties and Responsibilities:

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

- Represent the County Office and the CCSESA region in state-level collaboration focused on instructional supports for English Learners.
- Work in collaboration with other county office representatives related to services and supports to improve equitable access, opportunities and outcomes for English Learners.
- Assist teachers and administrators with assessing, planning, implementing, and evaluating programs and materials related to ELD curriculum, instruction, and assessment for grades K-12.
- Assist grades K-12 teachers in using research-based instructional practices consistent with the English Language Development Standards.

- Assist teachers and administrators in collecting, analyzing, and reporting student performance data for continuous improvement processes.
- Assist teachers with the implementation of site-based intervention strategies and programs for students in grades K-12.
- Conduct demonstration lessons, co-teach, and provide positive, constructive feedback.
- Facilitate grade-level, school, and district collaboration that may include conflict, divergent philosophies, and mixed agendas related to providing equitable access and opportunities for students.
- Collaborate with other local, regional, and state subject content groups to facilitate planning and delivery of service.
- Work and communicate with other county office specialists and directors as to the progress of districts and share information pertaining to the ELD elements of the program improvement process.
- Participate in county office staff and team meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions, as appropriate.
- Develop personal goals and objectives which support and are consistent with the goals of the Superintendent and the County Office.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through announcements, letters, newsletters, publications, telephone communication, attendance at meetings, and site visits.
- Maintain professional competencies in areas of responsibility, maintain contact with and participate in professional job-related organizations, and serve as a liaison to professional groups.
- Keep informed of current trends in the education of students in order to serve as a supportive and knowledgeable resource to county, school, and district staff, and others.
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Principles, practices, methods, and strategies applicable to ELD instruction, student assessment, and staff development, working primarily with grades K-12.
- English language development performance data measures to inform teachers as to program and instructional effectiveness and decision-making.
- Adult learning theory, consensus building, collaboration, and facilitation.
- California State Accountability and ESSA policies and practices.
- Principles, practices, methods, and strategies of achieving English language proficiency in reading, writing, listening, and speaking.
- Federal, state, and county laws, codes, and regulations related to area of assigned responsibility.
- Current research and development in the area of assigned responsibility.

Ability to:

- Lead district/school teams in a consensus planning process that results in instructional materials adoption and implementation; provide support and assistance to teachers, reading specialists, and administrators with the effective implementation and monitoring of the district's adopted reading/language arts program.
- Plan or assist with site-based small-group, department, or large-group professional development.
- Prepare and present district program data, defend, and justify organizational performance, as appropriate.
- Conduct demonstration lessons for teachers, reading specialists, and administrators to ensure that they have the necessary level of training to provide feedback and support to classroom teachers.
- Identify appropriate instructional strategies and interventions to improve student achievement and articulate the rationale for their usage for teachers and administrators.
- Observe classroom lessons and provide feedback to teachers and administrators that result in positive change.
- Respond promptly to requests of internal and external clients and provide needed direction, assistance, training, materials, and resources.
- Articulate the rationale for the use of research-proven language acquisition instructional strategies and resources.
- Express ideas and concepts clearly and concisely in both oral and written form, using language and medium appropriate to audience.
- Plan, organize, and conduct school/district-specific training, in-service, and staff development activities.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Interpret federal and state accountability mandates and initiatives.
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently and effectively.
- 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:

- Masters Degree from an accredited college or university with an emphasis in education or closely related field.

Experience:

- Six (6) or more years of recently completed grades K-12 classroom teaching experience with a reading/language arts and English learner emphasis.
- Work as a teacher and/or administrator in a high-priority school comprised of a significant number of English language learners.
- Experience in leading or participating as a team member on school/district projects/initiatives.
- Experience as an ELD mentor, coach or teacher-on-special assignment.
- Speak, read, and write Spanish is highly desirable.

Credentials:

- A valid California Multiple Subject Teaching Credential with the ELL authorization and a valid California Administrative Services Credential are required.

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: November 26, 2019
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services