

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Coordinator, Dual Language Program

SALARY PLACEMENT: Coordinator, Rocklin Administrators Professional Association

SUMMARY:

Under the supervision and administrative direction of the Associate Superintendent of Elementary Education and School Programs as well as the site Principal, the Coordinator of Dual Language Program, assists the site principal, to ensure that English learners (EL), as well as English proficient students, meet the goals of bilingualism and biliteracy and excel in all core content areas. Ensures that schools implement and monitor effective programs for English learners as required by law and District policy.

SUPERVISOR:

This position reports directly to the site principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Work collaboratively across the site and with the District Office to develop a collection of instructional materials and resources to support implementation of the English Learner Master Plan with a focus on Dual Language Programs.
2. Plan and facilitate professional development for all stakeholders to ensure efficient implementation of Dual Language Programs.
3. Use data to design, implement, and evaluate implementation, strategies and practices addressing areas of need for students in the Dual Language Program.
4. Prepare documentation for the purpose of complying with state/federal mandates and/or conveying information.
5. Coordinate parent workshops for Dual Language.
6. Use technology in data collection, analysis, and reporting to determine effectiveness of core instruction, behavioral systems, and appropriate levels of interventions with the goal of increasing proficiency for all English learners.
7. Work effectively with diverse racial, ethnic, linguistic, disability, and socioeconomic groups.
8. Organize and coordinate large and small groups
9. Advocate and communicate program needs
10. Perform other duties as assigned.

Knowledge of:

- Curriculum, instruction, methodology, and effective research-based strategies for students in dual language programs
- Culturally and Linguistically Relevant Pedagogy
- Statistical techniques, child and adolescent development, and learning theory and practice
- State and Federal Programs
- Categorical Consolidated application process
- Categorical Programs Monitoring (CPM) process and procedures Characteristics and needs of the special population students in programs
- Training strategies and techniques

Ability to:

- Demonstrate personal resolve and constructive responses to challenges
- Demonstrate urgency in improving student achievement and outcomes
- Manage multiple projects

- Communicate effectively, orally and in written form, with all stakeholder groups
- Ability to give oral and written reports
- Interpret federal, state, and local regulations

EDUCATION:

A valid California Administrative Services Credential.

An earned master’s degree or advance degree of at least equivalent standard conferred by a regionally accredited college or university.

BCLAD/BCC or A-level fluency in one of the following targeted languages (Spanish).

EXPERIENCE:

At least three (3) years of successful, full-time public-school teaching service in a certificated position(s).

Experience in a dual language program as a bilingual teacher, coach, coordinator, or administrator.

Experience as a coach, coordinator, or administrator at the school, local district or District level.

Experience in designing and delivering professional development using adult learning theory

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: March 2, 2022

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titlexcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.