

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Program Specialist I – English Language Development (ELD)

SUMMARY: Under the direction of the Director of Elementary Education, provides coordination of the ELD program.; serves as a resource to classroom teachers and ELD teachers to make curriculum suggestions, obtain community or district level multi-cultural or primary language resources; assists with student redesignations and withdrawals; provides site direction to instructional aides in the classroom, serving as a liaison to classroom teachers; provides direct instruction as needed; coordinates testing of EL students; assists with implementation of teacher training in the following areas: integration of multi-cultural education into the classroom, ELD methodologies and practices, State LEP compliance issues, district ELD procedures, sheltered instruction, expectations of instructional aides, assessment of English Language Learners (ELL), and selection of instructional materials.

SUPERVISOR: Director of Elementary Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assists in collecting data and assessing students whose dominant language is other than English.
2. Assists ELD teachers and classroom teachers in organizing and implementation of programs for students whose dominant language is other than English (in accordance with federal and state laws and regulations).
3. Assists school personnel in diagnosing the special educational needs of bilingual and limited-English speaking children.
4. Assists in screening and employment of credential and classified EL staff.
5. Assists school personnel in prescribing a meaningful program of instruction for bilingual and limited-English speaking children, and provides direct instruction as needed.
6. Assists school staffs in the evaluation of academic and social growth of bilingual and limited-English speaking students.
7. Assists in the development and development of EL curriculum and ensure access to core

- curriculum materials for EL students at each school site and coordinates curriculum resources for personnel.
8. Assists the Director of Elementary Programs in planning budget requirements of the EL program and in the approval of EL staff expenditures.
 9. In cooperation with the staff training services department, may provide school staffs with workshops or inservice courses relating to bilingual/bicultural education.
 10. Assists in the evaluation of classified staff.
 11. Performs other related tasks and responsibilities as directed.
 12. Assists in maintaining the upgrading bilingual resource center to insure relevant instructional and reference materials are available to students, staff, and parents of all designated schools.
 13. Achieve and maintain compliance with state and federal laws and regulations.
 14. Organizes and works with all required community and parent advisory groups, the ELAC and District English learner Advisory Committee.
 15. Assists school staffs in all aspects of communication with homes of limited-English speaking children, such as parent conferences, letters, translation of notices, etc.
 16. Participates as a member of the Individual Education Program (I.E.P.) team in the identification of EL students with exceptional needs.
 17. Assists school personnel with the appropriate placement of students in accordance with the state and federal laws.
 18. Assists in the articulation of the EL programs among elementary, middle schools and high schools.

KNOWLEDGE OF:

1. State and Federal English Language Development (ELD) laws and regulations
2. Title I Laws and Regulations
3. English Language Development (ELD) eligibility criteria, assessment, and techniques, matching learning needs to learning modalities
4. Regular education curriculum and programs
5. English Language Development (ELD) curriculum, equipment, and other available resources
6. Interpersonal communication skills and organization skills

ABILITY TO:

1. Provide inservice training activities for professionals and parents
2. Willingly work additional hours periodically

EDUCATION:

Masters Degree or the equivalent from an accredited institution of higher learning including specialized training in English Language Learner curriculum and instruction

EXPERIENCE:

A minimum of three year's practical public school experience as a teacher or ELD teacher or specialist

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Driver's license

Valid California Teaching Credential with emphasis in Bilingual

Preferred a California Administrative Services Credential

PHYSICAL REQUIREMENTS:

Position requires normal physical strength and endurance for standing, sitting, bending, and walking.

Work assignments are normally located in the work environment with light physical work and requires light physical effort.

Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: 05/16/01

Revised: 09/02/04

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

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