

Sacramento County Office of Education Job Description

Classification Title: Director I, Multilingual Education

DEFINITION

Under general direction, develops, plans, coordinates, manages and provides professional learning, capacity building, and coaching related to multilingual education for educators; oversees the development and delivery of these and related programs; provides technical assistance to Local Education Agencies (LEA); develops content courses for online providers; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent, Education Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides technical assistance for identified schools to support the implementation of multilingual education grade level and intervention programs in accordance with state and federal accountability requirements; assists LEAs in the development of coordinated school and district-wide professional learning plans; organizes and implements a systematic and sustained approach to professional learning; develops and delivers professional learning for districts, site leadership teams, and classroom teachers to support implementation of research-based practices; assists districts and schools to implement California State Board adopted content standards across the system; collaborates with SCOE programs and departments to identify and develop resources and professional learning based on the needs of multilingual learners, ensuring access to linguistically and culturally diverse opportunities; establishes and maintains effective communication and cooperative working relationships with clients, staff and other agencies; collects data and prepares reports; maintains program files and record keeping systems; prepares and monitors budgets and expenditures; selects, trains, supervises, and evaluates the performance of assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and a valid California teaching credential with bilingual authorization based on a bachelor's degree and student teaching; successful experience in the development, administration and monitoring of elementary and secondary multilingual curriculum and instructional programs; progressively responsible experience providing professional learning in multilingual education for grades K-12; experience working in schools as an outside agent.

Knowledge of:

State curriculum standards and frameworks related to English Language Arts, English Language Development, and World Languages; State and Federal programs and accountability requirements for English learners; teaching and assessment best practices; utilization of effective communication and collaboration methods and strategies; effective staff development methods; principles of adult learning theory and practices; barriers associated with implementing curricular and instructional programs; state and local agencies and organizations participating in curriculum and instructional activities and programs; principles and best practices related to educational data collection and data-driven decision making; funding, budget development and principles of grant management; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices; standard office equipment, software applications, and videoconferencing platforms.

Skill and Ability to:

Provide direction and positive leadership; plan, develop, implement, and evaluate curriculum, technical assistance, instructional services and professional learning; collect, analyze, and interpret data to ensure continuous program improvement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; lead the planning, development and delivery of technical assistance and professional learning; effectively transmit knowledge and skills to a variety of educational; analyze situations accurately and adopt an effective course of action; develop and meet schedules and timelines; integrate the use of technology to enhance job performance; supervise, manage, direct, and evaluate the work activities of assigned staff; prepare, monitor and maintain budgets; advise and assist school districts with curriculum and instructional programs; maintain required records; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

10/2023