

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Language Proficiency Assessment and Training Specialist

DEFINITION

Under direction coordinates, develops and implements training materials, curriculum and professional development for school site instructional personnel and district administrators statewide, to support the assessment and instruction of English learners; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Clerical and technical 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.)

Develops, facilitates, organizes and provides statewide training for educators related to the administration and scoring of the English Language Proficiency Assessments for California (ELPAC) and the California Spanish Assessment (CSA), and other assessments under the California Assessment of Student Performance and Progress (CAASPP); collaborates with partnering agencies, including other Local Educational Agencies (LEAs), to plan, organize, and promote assessment and instructional activities that support English learners, multilingual educational programs, implementation of State content standards and curriculum frameworks and mandatory testing requirements; serves on related local, regional and state-level committees and work groups; collaborates with partnering agencies and LEAs on the development of assessment and training materials; creates training materials, including training videos; delivers training to educators on test administration in-person and virtually; assists LEAs with the direct administration of student assessments and testing; presents information to local, state and national educational groups.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential with English Language Development (ELD) authorization based on a Bachelor's degree and student teaching; experience instructing or managing educational programs serving English learners, and providing related staff development activities; candidates with a clear administrative credential, successful administrative and district-level ELPAC coordinator experience, and bilingual/biliterate in Spanish desired.

Knowledge of:

California ELD Standards and California Spanish Language Development Standards; Federal and State laws and regulations related to the statewide assessment, placement and academic instruction of English learners; administration, scoring and training of the ELPAC; State content standards and K-12 curriculum frameworks; various effective ELD instructional programs; best practices in language development instruction and assessment; principles of professional development and training; standard software applications and videoconferencing platforms.

Skill and Ability to:

Plan, coordinate and manage professional development activities including in-person and virtual; effectively communicate knowledge and skills to others in both oral and written form and present information to diverse groups; manage the work, set priorities, and evaluate progress toward outcomes; establish and maintain cooperative

working relationships with individuals and groups from varied educational and cultural backgrounds; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records; monitor budget expenditures.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation and willingness to travel within the state as required.

12/9/22 Revisions approved. Former title: Curriculum Specialist, English Language Development Assessment