

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Program Specialist - English Language Development and English Learner Support

DEFINITION

Under supervision, provides support and guidance to teachers in the areas of curriculum, instruction, educational assessment, and classroom systems to improve student achievement for English language learners. As an instructional leader, ensures the use of evidence-based teaching strategies by providing support, training, coaching and feedback to program staff. Provides direct instruction and assessment in English Language Development to students. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, trains and assigns work to instructional support staff and provides input into the performance evaluation process.

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.)

Program Support

Assists in ongoing development, evaluation, and coordination of English learner curriculum and resources; evaluates effectiveness of English learner services and programs and facilitates implementation of current practices and guidelines related to serving students who are English Learners; ensures access to core curriculum materials for students; facilitates integration of English Language Development (ELD) education activities with a priority on strategies and materials from the core curriculum; serves as a resource in identifying and designing appropriate instructional strategies, interventions and programs to improve students achievement for English language learners; provides direct instruction in English Language Development to students across program sites; administers English Language Proficiency Assessments for California (ELPAC) and assists with other formal and informal student assessments; assists with parent education and communication regarding the educational program.

Professional Learning / Coaching

Plans, facilitates, and assesses professional learning opportunities for instructional staff regarding implementation of State Common and ELD Standards, Designated and Integrated ELD, development of academic language and literacy skills, differentiation of instruction for all students; collaborates with instructional staff to identify professional learning needs necessary to support established standards and adopted materials; provides ongoing coaching and support for teachers as needed to ensure the implementation of effective English Language Development instructional practices to increase student engagement; models and demonstrates language development lessons in the areas of listening, speaking, reading and writing; conducts demonstration lessons to ensure teachers are knowledgeable about effective teaching strategies for to move students toward mastering standards; provides training and support in the use of student data for instructional decision making, which includes the use of evidence based instructional practices and strategies to achieve high rates of student growth and achievement.

Interpersonal Relations/Communications

Establishes and maintains effective communication and cooperative working relationships with staff and administration; maintains effective and timely written and oral communications.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on completion of a bachelor's degree and student teaching program and authorization to teach English Language Development; minimum of three years of

experience in providing ELD instruction; experience in alternative education programs and an advanced degree or administrative credential preferred.

Knowledge of:

Principles and techniques of individualized instruction and behavioral management; effective teaching strategies, assessment tools, classroom management systems and data-based decision making; research-based curriculum and professional learning to support continuous academic progress of English Learners in all content areas; interdisciplinary approaches to teaching; California Common Core State Standards and ELD Standards; current trends in educational methods for supporting students who face challenges to their academic and social success; public speaking techniques.

Skill and Ability to:

Establish and maintain a program of instruction and learning for alternative education programs; provide support in curriculum and professional learning; develop and maintain effective communication and working relationships with individuals and groups; demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socioeconomic group, sexual orientation, and other identifiers; communicate concepts and information clearly, concisely, and accurately both orally and in writing with proper grammar usage; demonstrate interpersonal skills using tact, patience and courtesy; effectively adapt and adjust instruction and services to meet changing priorities and student-specific needs; assess program needs, develop training materials, and deliver professional learning to educators in different content areas that support English language learners; coach teachers and model lessons to improve teacher competency and capacity; consider and analyze data and alternatives and take appropriate action. plan and organize work; meet schedules and timelines; analyze situations accurately and adopt or recommend effective courses of action.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.

11/2021