

Sacramento County Office of Education Job Description
Classification Title: Curriculum Specialist,
English Learner Programs and Accountability

DEFINITION

Under direction the Curriculum Specialist for English Learner Programs and Accountability coordinates, develops and implements professional development and technical assistance for site and district administrators and other instructional personnel necessary to plan and improve educational programs for all English learners; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Clerical and technical personnel

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.)

Working with site and district administrators in school districts and other agencies, plans, organizes, and promotes various activities regarding consultation and support for the improvement of programs for English learners in accordance with the related State and Federal accountability requirements and curriculum frameworks; develops, facilitates, and provides related training; consults on data analysis, plan development, implementation and reporting; assists school districts with student performance assessment and testing; serves on appropriate committees and work groups; coordinates regional networking activities for English learner educators; acts as an advocate for appropriate instructional changes and modifications; testifies and presents information to local, State, and national educational groups and the legislature.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a Bachelor's degree and student teaching, an English Language Development authorization and an administrative credential; successful instructional and administrative experience required, including instruction of English learners and the development and implementation of improvement plans; bilingual certification preferred.

Knowledge of:

California Department of Education and State Board of Education accountability policies and program improvement processes related to English Learners; best practices in English Language Development instruction and assessment.

Skill and Ability to:

Effectively communicate knowledge and skills to others in both oral and written form and present information to various audiences; manage the work, set priorities, and evaluate progress toward outcomes; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds.