

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Curriculum Specialist, English Language Development Assessment

DEFINITION

Under direction coordinates, develops and implements curriculum and professional development for site and district administrators and other instructional personnel necessary to support assessment and instruction 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.)

Develops, facilitates, organizes and provides state-wide training for educators related to administration and scoring of the California English Language Development Test (CELDT) and the English Language Development Assessment for California (ELPAC); collaborates with site and district administrators in school districts and other agencies to plan, organize, and promote various activities regarding the support of English learners and the implementation of the State content standards, curriculum frameworks and mandatory testing requirements; serves on appropriate committees and work groups; consults on curriculum development, material selection, and alignment with State frameworks; assists school districts with student performance assessment and testing; acts as an advocate for appropriate curricular changes and modifications; 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 English-language learners, developing ELD curriculum, providing staff development activities related to serving English learners and serving as site or district level CELDT coordinator; clear administrative credential and successful administrative experience desired.

Knowledge of:

California English Language Development Standards; Federal and State laws and regulations related to the assessment of English learners; State Board-adopted and district-approved K-12 language arts/reading and mathematics curricula and various effective professional development programs; best practices in ELD instruction and assessment; principles of professional development and training; standard software applications.

Skill and Ability to:

Plan, coordinate and manage professional development activities including large scale trainings and events; 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 throughout the state; 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 with mileage reimbursed and willingness to travel within the state as required.