



## **Program Specialist - ELD/Migrant**

### **Purpose Statement**

This position monitors and supports district programs with emphasis on English Learners to acquire English language proficiency and to achieve high academic standards. In addition, this position oversees the Migrant Program, offers direct services to administrators, instructional coaches, teachers, instructional aides, students, and parents.

This job is under the direction of the Assistant Superintendent of Curriculum and Instruction.

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### **Essential Functions**

- Works closely with the Curriculum and Instruction Coordinators, Administrator of Educational Programs, and school site Principals in planning, implementing, and supporting the District's mission and vision for the purpose of creating a culture that supports academic achievement for all students.
- Works with the Administrator of Educational Programs to monitor implementation of the State/District plan of LCAP programs/services related to English Learners.
- Oversee CELDT testing and accountability, as well as the District English Learner Advisory Committee and Migrant Education.
- Works with the Curriculum and Instruction Coordinators for the purpose of developing and implementing a staff development plan that supports the Migrant and ELD professional development needs based on student data.
- Utilizes technology and the District's data management system to prepare complete and concise data analysis, reports, presentations, and other written materials related to the LCAP.
- Monitors and supports sites with the progress monitoring of English Learners to acquire English Language proficiency and achieve high academic standards.
- Provides assistance to administrators, instructional coaches, and teachers in analyzing test data and student work for the purpose of planning instruction that targets identified needs of English Learners and/or Migrant students.
- Provides staff development related to English Language Development and/or Migrant Education Program.
- Coordinate alternative strategies/assessment tools for English Learners not making adequate progress.
- Participates in professional development as it relates to this position.
- Works with the Administrator of Educational Programs to oversee the website for the purpose of maintaining current and accurate information as it relates to the LCAP.
- Assists school sites and departments for the purpose of updating, enhancing, and/or modifying information on the KCUSD website.

### **Other Functions**

- Effectively communicate through the use of the telephone and email
- Work with adults in a collaborative coaching model
- Establish a communication network with all EL personnel
- Provide appropriate staff with information regarding guidelines and legislation
- Consult with staff and parents regarding the program
- Prepare and assist in the identification of EL students
- Confer with teachers and parents on the academic progress of EL students
- Prioritize and manage multiple tasks
- Performs other duties as assigned

## **Qualifications**

- Knowledge of:
  - Effective methods, materials, diagnostic techniques, prescriptive strategies in EL classrooms
  - Research based teaching strategies to ELD, differentiated instruction, and other related programs
  - Highly skilled in the areas of communication and interpersonal skills
  - Understanding of the importance of treating individuals with dignity and respect
- Ability to:
  - Work with District staff and stakeholders to integrate focused student achievement strategies related to the LCAP
  - Plan, organize, and administer comprehensive/effective English Learner program.
  - Communicate effectively orally and in writing

## **Required Education and Experience**

- Possess valid California teaching credential w/CLAD authorizing service in a K-12 instructional setting.
- Five years of successful teaching experience with English Learners in a standards based program utilizing student achievement data and effective instructional practices.
- Leadership experience supporting English Learner achievement.

## **Desirable Education and Experience**

- California credential in Administrative Services (preliminary or clear) or working to obtain
- Evidence of current professional development work

## **Selection Procedure**

Recommended by Assistant Superintendent of Curriculum and Instruction for Superintendent and Governing Board approval.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to 10 pounds such as boxes of books and teaching material; frequently interact with the public and other staff; and occasionally work extended hours. Specific abilities include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned