

Coordinator, Multilingual Education Services

POSITION INFORMATION

Under the direction of the Multilingual Education Services Director in the Educational Services Branch, researches, develops, coordinates, implements and assesses English learners, dual language immersion and world language programs in accordance with State and Federal mandates and district/school/curriculum needs.

Bilingual skill is preferred. (Spanish, Vietnamese or Mandarin preferred).

SPECIFIC JOB DUTIES:

- Provides technical assistance to district and school teams in designing, planning and delivering professional development for teachers and administrators in dual language immersion programs and professional development to support instruction to meet the 2012 English Language Development Standards and the California ELA/ELD Curriculum Framework.
- Establishes and facilitates a dual language immersion network in Santa Clara County
- Develops and implements a county-wide plan for implementing dual language programs from TK through grade 12.
- Actively helps districts in building and expanding bilingual, dual language immersion, language enrichment and world language programs
- Provides coaching support to district and schools in implementing bilingual, dual language immersion, language enrichment and world language programs
- Facilitates members of the Santa Clara County dual language immersion network in developing curriculum materials and benchmark assessments that align to the Common Core State Standards
- Facilitates needs assessment processes with district and site teams, assists LEAs in conducting EL data analysis, identifying improvement strategies, preparing reports, and evaluating EL and dual language immersion program effectiveness
- Advocates for equity and access to rich education programs focused on research-based English Learner best instructional practices
- Identifies opportunities to support teachers, administrators, and districts with aligning the Common Core State Standards and the California English Language Development Standards, including 21st Century Skills
- Conducts trainings on the [Common Core en Español](#), English Language Development Test Administration, the 2012 English Language Development Standards and the 2014 California ELA/ELD Curriculum Framework
- Supports and coordinates recruiting, hiring, training, and supervision of professional experts
- Supports design and production of materials, including videos, print materials and project evaluation tools
- Coordinates tours for showcasing exemplary dual language and world language programs in Santa Clara County
- Develops and updates an electronic forum for sharing resources and materials to support bilingual teachers.

- Supports the Title III Regional Lead in providing technical assistance to LEAs in writing their Title III Improvement Plans and monitoring implementation, as needed.
- Supports local and regional planning, organizing and calendaring of events and conferences
- Supports the development, implementation and evaluation of the Santa Clara County Office of Education English Learner Master Plan and plans related to English learners
- Evaluates administrative support staff