

# **SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, ENGLISH LEARNER SUPPORT SERVICES**

## **JOB SUMMARY:**

Under the direction of the Administrator of Curriculum and Instruction Services, plan, organize, coordinate and implement the educational services, training activities, instructional resources, compliance, and support functions of English Learner Services and other related initiatives; provide curricular and organizational support to schools and districts in San Mateo County, with an emphasis on middle and high schools.

## **QUALIFICATIONS**

- Master's degree in Education or related field, or equivalent from an accredited college or university
- Valid Administrative Services Credential or meet the criteria for enrollment into a program which grants the Preliminary Administrative Services Credential

## **DESIRED QUALIFICATIONS:**

- Experience working with English Learner services in a leadership role
- Experience working with Program Improvement at school and district level
- Experience in bilingual educational
- Bilingual
- Site and/or district office administrator experience

## **ESSENTIAL DUTIES:**

- Provide facilitation, consultation and technical assistance to school and district leadership teams, administrators, staff, and other stakeholders concerning services to English Learners;
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff, and administrators concerning the ELD Standards, and Content Frameworks (ELA/ELD, Mathematics, Next Generation Science and History Social Studies);
- Serve as liaison and coordinate communications, activities, and information related to English Learner services and State and federal programs and policies such as ESSA and the English Learner Roadmap between county office of education, elementary/middle/high schools, districts, and other agencies;
- Respond to inquiries and provide detailed technical information in writing and through oral presentations regarding English Learner services, professional development, curriculum, assessment, standards-based materials, parent involvement and funding;
- Lead Networks of Practitioners working to develop and improve Dual Immersion and bilingual programs;
- Co-develop and facilitate sessions on culture, equity in education and cultural humility;
- Support district partners with implementation of the State recommended ELA/ELD Programs which include Designated and Integrated ELD;
- Collaborate with SMCOE content coordinators to support instruction at SMCOE Court and Community Schools;
- Supervise and evaluate assigned personnel;
- Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Principles, theories, practices, strategies to increase achievement for English Learners;
- ELA/ELD Common Core State Standards, and all content Frameworks to support Integrated ELD;

- Principles, theories, practices, strategies, and the use of standards-based materials, intervention programs, and the master schedule in accelerating student learning and achievement, especially for Students of Color, English Learners, Students with Disabilities and Students Living in Poverty;
- Practices, procedures, and techniques involved in the implementation of effective professional development activities;
- Standards, instructional practices and materials, and formative assessment practices (priority areas needed include English Language Arts, Reading Intervention, English Language Development and Mathematics);
- Issues of inequity impacting the education of the targeted populations and how to support schools and districts in raising the achievement of these populations;
- Current research and best practices on instructional techniques and strategies in schools.

#### ABILITY TO:

- Teach content areas to targeted populations and model lessons for teachers;
- Design and provide effective professional development for a variety of stakeholder groups;
- Collaborate with other content coordinators to build internal capacity to support Integrated ELD;
- Provide consultation and technical expertise concerning student programs and services;
- Plan and lead group meetings and collaborative decision processes including those in highly charged settings;
- Supervise, evaluate and develop staff;
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and groups;
- Demonstrate tact, patience and courtesy at all times;
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Demonstrate flexibility, multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Develop and recommend short-term and long-range plans;
- Work independently with little direction;
- Prepare and deliver effective written and oral presentations as well as communicate effectively orally and in writing;
- Prepare and maintain various records, reports, and files.

#### ENVIRONMENT:

- Indoor office environment
- Driving a vehicle to conduct work

#### PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment
- Read a variety of materials
- Sit and stand for extended periods of time