

SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Early Learning Dual Language Support

Overview:

Under the direction of the Director, Early Learning Support Services, manage dual language support services provided through the Early Childhood Language Development Institute (ECLDI); coordinate professional development training for school administrators and elementary school teachers; pre-school teachers, and families; develop training content; provide technical assistance and coaching for educational staff members and parents working with dual language learners; create ECLDI promotional and communication materials; oversee the work of project staff; monitor grant funding and project expenditures; plan and coordinate project evaluation and grant writing activities; and engage in community liaison and networking functions.

Essential Functions:

- Provide leadership consultation, coaching, and technical assistance to educators and family members working with dual language early learners.
- Plan, prepare and deliver professional development and family engagement training seminars; initiate contracts for training service providers.
- Plan, develop and implement a communications strategy to raise awareness about evidence-based dual language learner teaching and child engagement and support service practices; participate in community outreach activities to promote educational and family engagement initiatives and activities; establish networks with agencies throughout the U.S. doing family engagement work with dual language learners.
- Create professional learning and networking communities and project service agreements with educators, parents, and groups from diverse ethnic, racial, linguistic and social backgrounds; Create and coordinate the work of a project advisory committee; plan and organize meetings with project stakeholders within a collaborative governance structure.
- Develop plans to meet project goals and objectives; establish service activity timelines and measurable outcomes; establish partnerships with community agencies to support attainment of project goals and objectives.
- Ensure compliance grant and contract requirements; develop the annual ECLDI budget; allocate financial and human resources to meet project requirements; coordinate preparation of expenditure reports for each project funder.
- Provide leadership and collaborate with the Peninsula Partnership Leadership Council's Family Engagement workgroup.
- Prepare and oversee consultant agreements for trainers and other consultants retained to do work for the Institute.

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San Mateo County Office of Education

- Coordinate project evaluation and reporting procedures.
- Research grant funding opportunities and complete funding applications.
- Supervise and evaluate the work of assigned staff.

Knowledge/Skills/Abilities:

Knowledge of:

Administration and Management - Program planning, project management, budgeting, fiscal accountability, supervision and staff development, performance evaluation; fundraising and grant writing; project recordkeeping and reporting.

Professional Development - Coaching/mentoring strategies; training techniques; training content development; meeting facilitation.

Educational Theory - Research and best practices related to dual language learners, effective family engagement strategies, and early learning methods and techniques; Common Core standards.

Language - Bilingual fluency and bicultural awareness.

Collective Impact - Collaborative partnership development strategies.

Communications - Communication and information dissemination strategies techniques. Written, oral, social and visual media options.

Skill/Ability to:

Learning Strategies - Select and use effective instructional/coaching methods to meet project objectives.

Active Listening/Learning – Give full attention to what other people are saying, taking time to understand points being made and asking questions as appropriate; understand implications of new information for both current and future problem-solving and decision-making.

Training/Coaching - Identify the developmental/coaching needs of others; develop training programs or classes; deliver instruction to improve knowledge and skills; motivate, develop and direct people as they work.

Organizing/Planning/Problem Solving - Develop project goals and objectives; organize and prioritize project activities to accomplish objectives; analyze information, evaluate results and choose the best solution and solve problems; meet schedules and time lines.

Oral/Written Expression - Express complex information in an understandable and effective way; make public presentations and present seminars to large groups of people; write clearly and effectively.

Interpersonal - Establish rapport and maintain effective work relationships with diverse groups of people; work collaboratively and communicate effectively exhibiting tact and patience.

Technical - Manage data and create presentations using MS word, Excel, and PowerPoint software.

Qualifications:

Any combination of education and experience equivalent to:

Education:

Bachelor's degree in early childhood education, sociology, psychology or related field.

Experience:

Three years of professional-level experience which has involved project management, professional development, second language acquisition, community/family engagement, and linguistic and cultural instruction.

Physical Demands:

Vision sufficient to read a computer screen and small print in computer manuals.

Hearing sufficient to understand verbal communication over the phone or in person.

Speaking sufficient to communicate information over the phone and to both small and large groups of people.

Dexterity of hands and fingers sufficient to operate a computer keyboard.

Sitting/Standing for extended periods of time while on school site visits, conducting meetings, and delivering seminars.

License:

California Driver License