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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Coordinator, Early Learning Dual Language Support – Cont.

- 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.

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**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