



Job Description

Equal Employment Opportunity

PROGRAM SPECIALIST II, MULTILINGUAL EDUCATION

DEPARTMENT/PROGRAM: Equity & Support	CLASSIFICATION: Certificated Management
DIVISION: Educational Services	SALARY SCHEDULE: Management
REPORTS TO: Assistant Superintendent, Equity and Support Services	SALARY RANGE: 108
APPROVAL DATE: 8/16/24	WORK YEAR: 205
REVISION DATE:	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent of Equity and Support Services and in collaboration with the Coordinator of Language and Literacy, the Program Specialist of Multilingual Education perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Collaborates with Coordinator, Language and Literacy for the purpose of coordinating services for multilingual learners in YCOE programs, including providing coaching and professional development for teachers and monitoring progress of designated English Learners.
- Provides coaching and support for bilingual teachers and paraeducators participating in YCOE’s bilingual teacher professional development programs.
- Monitors progress of bilingual teachers and paraeducators participating in YCOE’s bilingual teacher professional development programs.
- In collaboration with the Coordinator, Language and Literacy, coordinates professional development offerings for bilingual teachers.
- Co-facilitates professional development for bilingual teachers, communicating as needed with external partners.
- Plans, organizes and promotes various activities regarding consultation and support for the improvement of programs for Multilingual-English learner students in accordance with the related State and Federal accountability requirements, content standards, and curriculum

frameworks.

- Serves on appropriate committees, teams, and work groups.
- Coordinates collaborative activities for educators working with multilingual learners across educational agencies.
- Collaborates with districts to identify and develop resources for educators to support the needs of multilingual learners.
- Develops, facilitates, and provides training and resources for districts, site leadership teams, and classroom teachers to support the implementation of research-based practices with an emphasis in how to support the diverse needs of multilingual learners.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) to provide information and/or recommendations and/or addressing a variety of program requirements.
- Maintains a variety of manual and electronic files and/or records to provide up-to-date reference and complying with regulatory requirements and established guidelines.
- Organizes and works with relevant community and parent advisory groups.
- Analyzes data and supports continuous improvement processes with the goal of improving outcomes for multilingual learners.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- California English Language Development standards, frameworks and curriculum.
- Best practices in English Language Development instruction, including dual language program models, and assessment.
- California English Learner Roadmap and other federal and state policies guiding the education of multilingual learners.
- Development of bilingualism and biliteracy in children and youth.
- Dual language pedagogy.
- Sound assessment principles and practices for multilingual learners.
- State and federal requirements for identifying, supporting, monitoring, assessing, and reclassifying students designated as English Learners.
- Best practices regarding data collection analysis.
- Methods of developing and delivering professional learning.

Skills and Abilities to:

- Plan, implement, assess, and evaluate programs and services for Multilingual-English learner students.
- Analyze data to develop and implement recommendations for student service and program improvements.
- Communicate and collaborate with diverse individuals and/or groups.
- Facilitate professional development workshops related to dual language education and education of multilingual learners.
- Meet deadlines and schedules.
- Operate equipment using defined methods.

- Organize and manage information using various technological tools.
- Schedule and coordinate a significant number of activities, meetings, and events.
- Solve problems independently and collaboratively.
- Work independently and flexibly in a variety of circumstances.

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Must possess a valid California teaching credential based upon a Bachelor's degree in job-related area. Spanish/English bilingual strongly preferred.

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Valid Single Subject or Multiple Subject Teaching Credential
- English Language Development authorization
- Bilingual Authorization strongly preferred

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in an indoor office environment
- Occasional lifting, carrying, pushing, and/or pulling
- Significant fine finger dexterity
- Some stooping, kneeling, crouching
- Significant amount of sitting, and some walking; and standing.