CHICO UNIFIED SCHOOL DISTRICT

COORDINATOR, BILINGUAL/CROSS-CULTURAL EDUCATION

DEFINITION

Under general direction, to assist in the planning, development, organization, and implementation of policies, regulations, guidelines, and procedures pertaining to the District bilingual/cross-cultural education program; to review, monitor, and coordinate the functions and activities of bilingual/cross-cultural program instruction personnel; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly taught in public schools, and coordination of bilingual/cross-cultural education curriculum and instructional processes. The position classification performs decision analysis processes and makes decisions requiring the application and interpretation of data, facts, procedures, and policies. The incumbents meet frequently with school administrators, teachers, ancillary staff, parents and community members to communicate information, data, and alternative problem solutions. This is a position classification that performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, the ability to provide and receive oral information, and handling and working with instructional and assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

• Plans, organizes and coordinates the District bilingual/cross-cultural educational programs.
• Assists in selecting language proficiency instruments used in identifying and classifying LEP and FEP students.
• Plans, organizes, and coordinates workshops, inservice programs, and other education planning and process activities related to the bilingual/cross-cultural education program.
• Confers with, counsels, and advises management and instruction personnel concerning special language programs, instructional strategies, and other related activities.
• Advises and offers recommendations concerning appropriate bilingual/cross-cultural instructional methods, media, and materials.
• Plans, organizes, and conducts staff development and inservice training programs for instructional personnel to ensure that the instructional process meets the needs of the students identified as limited-English speaking and non-English speaking.
• Reviews, researches, and prepares new material and pilot projects pertaining to special subject and bilingual categorical programs.
• Monitors the specially funded projects to ensure compliance with State or Federal guidelines and requirements.
• Provides assistance and guidance to District and site personnel regarding the selection and utilization of bilingual/cross-cultural instructional materials and equipment.
• Serves as a member of the District bilingual advisory committees.
• Confers with and aids District and instruction personnel in the resolution of unusual and unforeseen problems, issues, and concerns pertaining to the bilingual/cross-cultural programs.
• Serves as a liaison to bilingual/cross-cultural community groups.
• Prepares program evaluation reports as required.
• Plans, organizes and coordinates State language census and emigrant information and data, storage and retrieval systems.

QUALIFICATIONS

Knowledge of:
• Principles, techniques, strategies, goals, and objectives of public education;
• Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the District bilingual/cross-cultural programs;
• Legal mandates, policies, regulations, and operational procedures pertaining to bilingual/cross-cultural curriculum development and instruction delivery systems;
• State, Federal, and local community groups and agencies that provide assistance to special project and categorical programs and activities;
• Modern innovative and creative curriculum and instructional trends for the limited-English and non-English speaking child.
• Human relations strategies, conflict resolution strategies, and team building principles and techniques.

Ability to:
• Provide specialized resource support and coordination of creative and innovative special project and categorical curriculum and instruction programs;
• Analyze and assess program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions;
• Coordinate and participate in the evaluation of the District bilingual/cross-cultural programs and activities;
• Serve as a resource to instructional and management personnel;
• Communicate effectively in oral and written English;
• Establish and maintain effective organization, community, and public relationships;
• Understand and carry out oral and written directions with minimal supervisory controls;
EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Three years of successful teaching experience in a bilingual education program, including coordination and supervisory experience, and the successful completion of a comprehensive administrative training program.

**Education:**

Equivalent to the completion of an earned Master of Arts or higher degree program from an accredited college or university in educational administration, instructional supervision, bilingual education or a closely related field.

**Certification Requirement**

Possession of a valid California credential authorizing service as an administrator.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.