

SECOND LANGUAGE PROGRAM RESOURCE TEACHER**DEFINITION:**

Under the direction of the Director of the Second Language Program or Principal, assigned to either the District or an individual site to assist in designing and implementing bilingual and/or English language development programs that will meet the needs of second language learners and their families at the designated school site or sites(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the assessment and evaluation of students and programs; maintain adequate records/data required for completion of district, federal and state reports; assist in the initial identification and testing of students as well as subsequent testing as required; assist school with State compliance reviews; assist district and site staff in using appropriate assessment tools as related to English learners; may analyze data and monitor student achievement in order to provide appropriate program services.
- Coordinate the program with instructional and support resources available through the County, district, site or within the community to maximize the services and support available to English learners, their families, and the school staff; may coordinate the activities of support staff and/or volunteers assigned to the program.
- Work with administrator, school staff, families and students to implement the program in accord with established principals and goals and objectives of the project; may analyze, interpret and apply laws and regulations at District level.
- May provide leadership in identifying, designing, sharing and evaluating best practices in accelerating English learner education; promote instructional strategies to improve academic skills of English learners; may assist in the development, coordination and acquisition of curriculum and materials to assist English learners and their families; promote the use and integration of technology to support the English learner program; facilitate English learner learning communities at the school site(s).
- Assist in the planning and implementation of English language development (ELD) staff development programs; provide demonstration lessons, coaching and in-service; at District level: survey student ELD skills levels, teacher certification status and training needs; conduct on-going evaluation of staff development activities to continue to improve the ELD services being provided; consult with teachers on matters regarding instruction for English learners.
- Conduct ongoing evaluation of all program components to ensure the effectiveness of the program, making appropriate changes to improve the services and support provided as needed; assist with the written evaluation of the program, as required.
- At District Level: May develop and disseminate school, student, and parenting information in bilingual formats regarding project activities; establish ways for the community, parents, school staff, and students to be involved in the program and provide advice; may assist the school with oral and written communication with parents in the primary language, including assisting at parent conferencing, student enrollment, and other school activities, as needed; and make home visits.
- Maintain professional competence through participating in in-service educator activities provided by the district and/or self-selected professional growth activities; participate in faculty and/or District meetings and committees; participate cooperatively with administrator to develop and accomplish annual goals and objectives.
- May provide extended day/year ELD bilingual learning opportunities for children, youth and adults; may assist students in classes and provide supplementary instruction in English or the student's native language; schedule and report on activities and student progress to classroom teachers and administrators.
- At District level: Coordinate ELD services with ELD site coordinator and other site staff; establish a council to advise and coordinate ELD activities; assist in the development and acquisition of bilingual/sheltered curriculum and materials; catalogue instructional and support resources and materials.

- Determine the support services available to ELL students and their families; coordinate the support services in the designated school; at District level: utilize grant funded staff support and parent volunteers, and conduct on-going evaluations of these services to assure their effectiveness; and provide program liaison support.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current research principles and practices in ELD; second language instructional techniques and strategies; appropriate materials for second language learners; staff development techniques and principles; compliance issues; needs assessment; monitoring of student progress and program evaluation.

Ability to:

Assist in writing grants; facilitate the implementation of program goals; organize, plan and coordinate work; provide staff development program; communicate effectively both orally and in writing in English and the designated language; work cooperatively with students, staff, parents and representatives of community agencies.

Experience:

At least five years of successful classroom teaching experience; experience in more than one grade level/subject desirable.

Education:

Bachelor's degree from an accredited college or university; Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential; BCLAD or English Learner authorization depending on program assigned; possession of a valid California driver's license, if required.

Board Approved: October 4, 1996

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