



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Program Specialist, Alternative Education English Learner Services

**Class Code: 1445
Work Days: 220**

GENERAL PURPOSE

Support Alternative Education's English Learner (EL) Services program; provide education and training related to EL program; develop and target services for K-12 EL students in alternative education settings; establish procedures and protocols under program guidelines; and provide responsible and complex staff assistance as required.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. May provide direct supervision over technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Provide ongoing training on the use of adopted programs, strategies, and materials designed to motivate and increase education progress and English language proficiency of ELs.
 3. Facilitate and support parent involvement.
 4. Plan, assign, and review the work of tutoring staff responsible for providing EL services.
 5. Create English Language Development (ELD) materials aligned to California's ELD standards.
 6. Provide in-services for ELD instruction as well as language support across the curriculum.
 7. Serve as a resource for all stakeholders regarding current educational trends related to EL services.
 8. Work collaboratively with other departments within ACCESS to plan and exchange information to ensure effective delivery of services to K-12 EL students.
 9. Develop recording and documentation systems as required by local, state, and federal guidelines.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness.
11. Promote the instructional program; prepare program events and marketing materials including flyers, schedules of events, pamphlets, and brochures.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations relevant to K-12 EL education.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of an English Learner program.
2. Federal and state mandates regarding the education of ELs.
3. California's ELD standards and the Common Core State Standards (CCSS).
4. Basic operations, services, and activities of Alternative Education programs.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Guidelines and requirements pertaining to EL parent committees.
7. Instructional methodologies and strategies designed to assure ELs achieve proficiency in the English language and meet grade-level content standards as rapidly as possible.
8. Program assessment and evaluation models; change management; and continuous improvement models.
9. Effective approaches to support family involvement.
10. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability and Skill to (cont.):

8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education and three years of educational experience working with English Learners.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing service in a public school program; possession of California EL authorization.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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