

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, MULTILINGUAL SERVICES

BASIC FUNCTION:

Under the direction of the Director, Instructional Support Services, plan, organize, and provide ongoing professional learning service to Ventura County school district personnel; coordinate and direct a variety of programs and services for school districts in the County including comprehensive California State Standards, curriculum and instruction, assessment, research and develop special projects for the County Office and local school districts; assure agreements, activities, and projects comply with applicable State and Federal regulations, policies, and timelines; identify compliance issues and problems and assist districts in their resolution; assist district leadership teams to develop strategic plans for adoption and implementation of new curricula in math; develop district-wide instructional and assessment plans.

REPRESENTATIVE DUTIES:

Develop and deliver professional learning to school and district personnel regarding a variety of efforts, including but not limited to: California Common Core State Standards, the California ELA/ELD Framework, California 2012 ELD Standards, Spanish Language Standards, Smarter Balanced Assessments, instructional services, programs, policies, regulations, practices, materials, and materials;

Provide leadership and facilitate job leadership networks, cluster and/or grade cluster meetings and assist in the identification of best instructional practices, model classes and sites and visitations and follow-up support groups activities;

Provide technical expertise, information and assistance to school districts, state personnel, teachers and other customers regarding curriculum, instruction and special projects;

Communicate with administrators, school district personnel, state representatives and others to coordinate delegated activities and programs, resolve issues and conflicts, and exchange information;

Oversee and direct instructional services including curriculum development, implementation, assessment/alignment and evaluation;

Oversee and direct subject matter content training including curriculum development, use of curriculum aligned to the state standards, research-based instructional strategies, assessment/alignment with the *California State Frameworks and California Standards for the Teaching Profession*, and training evaluation;

Develop strategic plans in coordination with district leadership teams to implement and adopt new curricula in multilingual focus areas; develop district-wide instructional and assessment plans;

Oversee special projects; secure grant funding for special programs; direct special programs;

Provide leadership, cognitive, instructional and technical coaching to schools and districts in an effort to promote high performing schools and leaders;

Provide direction to program, instructional, and clerical personnel as assigned; assist with interviewing and selection of staff;

Provide overall direction technical expertise, information, and assistance to VCOE management, school districts, State personnel, teachers and other clients regarding curriculum instruction, professional development, assessment, special projects and other matters;

Advise the Associate Superintendent and Executive Director of unusual trends or issues and recommend appropriate corrective action;

Direct and participate in the formulation and implementation of Departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services; control modifications and revisions to policies and timelines;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files;

Represent the Department at meetings, conferences, workshops and other activities; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve as liaison for the County Office and school districts with outside agencies and the State on a variety of issues and maintain collaborative relationships with other departments;

Communicate with administrators, school district personnel, State representative and others to coordinate activities and programs, resolve issues and conflicts, and exchange information;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

21st Century technology, current instructional techniques and materials, State Standards, curriculum frameworks, materials;

Planning, organization and direction of State Standards, including but not limited to curriculum and pathways development, implementation, assessment/alignment, and evaluation;

Learning management systems;

Smarter Balance Assessment System and its components to improve teaching and learning;

Budget preparation and control;

Facilitation and staff development;

Principles and practices of administration, supervision and training;

Policies and objectives of assigned department programs and activities;

Applicable sections of the State Education Code and other applicable laws, codes, regulations,

policies and procedures;
VCOE organization, operations, policies and objectives;
Interpersonal skills to include collaboration, team building, and decision-making;
Oral and written communication skills;
Public and private funding sources and grant writing techniques;
Extensive knowledge and experience in analyzing, manipulating, and effectively presenting school data;
Demonstrated effective oral and written communication skills;
Public speaking and presentation;
Demonstrated strong organizational skills;
Knowledge of state and federal programs;

ABILITY TO:

Research, develop, and implement special projects for the County Office and local school districts;
Coordinate, deliver and maintain a math leadership network of school and district leaders;
Provide staff development workshops for school and districts;
Effectively observe and analyze instructional strategies and techniques;
Work with schools and districts which enroll diverse student populations (e.g., migrant, ethnic or racial minority, English-language learners, students with disabilities, low-income students, foster youth, and/or neglected and delinquent students, among others);
Work effectively with district leadership teams;
Use technology related tools used to prepare comprehensive reports including data spreadsheet;
Prepare, administer, monitor, and control workshop budgets;
Interpret, apply, explain, and enforce rules, regulations, policies, and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports, and files;
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in education, Administrative Services Credential, and five years programmatic experience and staff development experience working with teachers and administrators, special projects and students who have special education eligibilities.

LICENSES AND OTHER REQUIREMENTS:

Valid Teaching Credential and Administrative Services Credential; valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside and outside environmental conditions; subject to driving to County sites to conduct work, including visits to classrooms and program sites; may be required to use personal vehicle in the course of employment; may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings; may be required to work weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents; require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment; hearing and speaking to exchange information and to conduct presentations; sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.