

P 2126

ADMINISTRATOR OF LANGUAGE MINORITY SERVICES (SOUTHEAST ASIAN)

1. BRIEF DESCRIPTION OF POSITION

Provide expertise and assistance with the planning, implementation, and evaluation of bilingual programs for Southeast Asian minority students. Also assists the directors of clusters to improve instruction in the area of primary language instruction, English Language Learners (ELL) and bilingual instruction of Southeast Asian students by coordinating curriculum development, textbook acquisition, and classroom observation/demonstration.

2. MAJOR DUTIES AND RESPONSIBILITIES

- 2.1 Develops and monitors procedures for the assessment of language proficiency of students.
- 2.2 Conducts the annual language census and reports that data to appropriate governmental agencies.
- 2.3 Identifies federal and state funding resources and assists in the preparation of funding proposals to secure available resources.
- 2.4 Works cooperatively with cluster principals to administer and evaluate federally funded bilingual education programs.
- 2.5 Coordinates EIEP program, Title VII projects, Southeast Asian Program and Assessment Centers.
- 2.6 Observes teachers as requested by cluster principals.
- 2.7 Provides demonstrations on methods and techniques for effective instruction in bilingual, ELL, and SDAIE classrooms.
- 2.8 Coordinates the development of Southeast Asian bilingual materials.
- 2.9 Works cooperatively with SACs to integrate services and instructional resources for language minority students.
- 2.10 Assists in planning and conducting pre-service and inservice programs for staff.
- 2.11 Provides district level liaison services with parent organizations that meet regulatory guidelines.

3. OTHER DUTIES AND RESPONSIBILITIES

- 3.1 Disseminates information on current research, trends, and related legislation affecting language minority students to instructional and administrative staff.
- 3.2 Informs staff of guidelines and procedures to ensure legislative compliance of bilingual programs.
- 3.3 Assists the human resources division in the recruitment of bilingual staff.
- 3.4 Works cooperatively with cluster principals to improve school site instructional programs for language minority students.
- 3.5 Performs other duties as directed the Assistant Superintendent/Instruction or designee.

4. SUPERVISION EXERCISED OR RECEIVED

- 4.1 Works under the direct supervision of the Assistant Superintendent/Instruction or designee.

5. MINIMUM QUALIFICATIONS

- 5.1 California Administrative Credential
5.2 Master's Degree preferred
5.3 Bilingual Cross-Cultural Specialist Credential preferred
5.4 A minimum of three years of successful teaching experience with emphasis on bilingual education, English Language Learners, and/or other such related experience preferred
5.5 Administrative or supervisory experience preferred
5.6 Bilingual/bi-literate background in English or Vietnamese
5.7 Knowledge of current trends and programs for language minority students required

6. EVALUATION

- 6.1 Annually by the Assistant Superintendent/Instruction designee.

(Approved by Board of Trustees August 29, 1996)