



Job Description

POSTION TITLE: Curriculum Specialist #4028
(TEMPORARY CERTIFICATED)
Migrant Education
Educational Services

SALARY PLACEMENT: Short Term Employee Hourly Salary Schedule
Range 4

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree. Possess a valid California general education or special education teaching credential; with the appropriate English Learner Authorization (ELA 1 Authorization, CLAD certificate, or bilingual authorization) authorizing the teaching of departmentalized and/or designated English Language Development (ELD).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous work experience with English learners and migrant children and adults. Fluent in Spanish in the areas of reading, writing and speaking. Five years of classroom teaching experience. Experience working with migrant student population, agencies and/or services for migrant families.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Behavior management strategies.
- Conflict resolution strategies and procedures.
- Current research, literature and programs which impact family interactions and development.
- Operations, policies and objectives relating to migrant education activities.
- Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to serving migrant student populations.
- Program evaluation strategies.
- Research methods, report writing and data collection.
- Techniques and procedures regarding curriculum and instructional design and delivery systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Bilingual/Biliterate in English and Spanish. Knowledge of migrant family lifestyles and their needs. Possess an understanding of federally funded programs such as Migrant Education.

SUMMARY OF POSITION:

Under the direction of the Director of Migrant Education, assist in the coordination of instruction and development of supplemental programs that implement the strategies outlined in the California State Service Delivery Plan in order to meet the needs of the migratory children participating in the migrant education program in elementary and secondary educational settings.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist and collaborate with district or school staff in the design, development and delivery of all assigned projects or programs.
2. Assist in diagnosing and prescribing for the needs of migrant students upon the request of the classroom teacher or administrative designee of Migrant Education.
3. Assist in the development, implementation, monitoring and organization of a comprehensive educational program for students participating in Migrant Education.
4. Conduct, collect and analyze student data to determine program needs and resources; determine needs and identify appropriate student placement.
5. Create regular and summer District Service Agreements for assigned district(s) as assigned, manage associated budget, budget revisions and service agreement amendments.
6. Determine professional goals and objectives through the assessment and evaluation process.
7. Implement and instruct all migrant program components as assigned, including and not limited to, English/Language Arts, Math, Intervention, and Credit Recovery; provide services to classroom teacher(s) and/or site administrator(s), at assigned district locations within San Joaquin County.
8. Maintain professional standards and competence through participation in professional growth opportunities provided by the San Joaquin County Office of Education and in self-directed professional growth activities; conduct and/or participate in in-service training programs.
9. Prepare and maintain a current work schedule.
10. Prepare, maintain and submit accurate records, reports, files and documentation for students participating in the Migrant Education Program; complete and submit attendance records and all other reports; prepare county and/or state reports as assigned and/or required.
11. Provide a safe and optimal learning environment conducive to student learning.
12. Provide appropriate and creative learning experiences that focus on integrating the California State Standards.
13. Serve as a resource to regional, district and instructional personnel in developing strategies and interventions in working with migrant students and their families.
14. Utilize instructional methods appropriate in meeting student cultural, academic and linguistic needs.
15. Work closely with the parents of assigned migrant students; make periodic home consultation visits as needed.
16. Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
17. Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
18. Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
19. Maintain a safe work environment.
20. Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
21. Read, speak, translate and/or write in a designated second language.
22. Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
23. Serve as a technical resource concerning assigned program, function or instructional area.
24. Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.
25. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employee is expected to drive a vehicle to conduct work, using own transportation.

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