

Humboldt County Office of Education

LEARNING SPECIALIST FOR ENGLISH LEARNER PROGRAMS
Certificated Management

Position Summary

Under the general direction of the Coordinator of Learning Support Services, the Learning Specialist for English Language Learner Programs shall provide expert consultation and specialized training to school district and county office personnel related to English Language Learners (ELL), biliteracy certifications and translation services. The Learning Specialist will work in partnership with local agencies and institutions of higher education targeting English learner services. The Learning Specialist will assume significant responsibility for assisting in overall program planning, supervision, and evaluation of various professional learning components within the department including assisting in the selection of personnel contracted to provide EL support services through the HCOE. Depending upon the need, the Learning Specialist may also be required to write grants on behalf of the county office, conduct needs assessments, and or plan, develop and assist in the implementation of new programs conducted by the county office or sponsored in partnership with other local schools.

Minimum Qualifications

1. Demonstrate competence in communicating effectively with professional staff and representatives of other agencies in written and oral form.
2. Possess at least 5 years of successful teaching experience, preferably at more than one grade level.
3. Possess specialized skills, specific experience and advanced training and/or certification within one or more core academic areas of the school curriculum, with significant expertise in English Language Development (ELD).
4. Demonstrate fluency in Spanish listening, speaking, reading and writing at a professional level and have expertise in Spanish/English translation and interpretation.
5. Have a record of excellence in making small and large group presentations, including demonstration teaching skills and workshop/conference speaking.
6. Possess a California Teachers of English Learners (CTEL) and/or Cross-cultural Language and Academic Development (CLAD) Certificate.
7. A California Administrative Services Credential is desirable.

Examples of Duties and Responsibilities

1. Serves as “research-based strategies expert” for instructional program planning, presenting, facilitating, collaborating, coaching, creating and curating resources within one or more areas of expertise based upon knowledge, experience and/or specialized training pertaining to English Language Development (ELD), cultural proficiency, and primary language maintenance, including technologies and arts integration skills.
2. Consults with districts on EL state requirements and assessments, and attend trainings and research topics as needed to support district needs.
3. Builds rapport and works in relationship with local district personnel and assists in assessing staff development needs.

4. Participates as a member of the Learning Specialists team(s) within the area(s) of expertise.
5. Designs, plans, and delivers staff development opportunities on-site and county-wide, both on an individual basis and as a member of a team, including demonstration teaching lessons.
6. Curates and contributes articles about ELL/ELD, standards, best practices in teaching and learning, educational technology and other resources for HCOE's Professional Learning Portal (my.hcoe.net)
7. Works in concert with districts and community partners on parent and community engagement efforts.
8. Oversees the California Seal of Biliteracy assessment and recognition program.
9. Works with local colleges and the community to help provide translation and interpretation services as needed by HCOE and districts.
10. Assists in the planning, organizing, and conducting of conferences, seminars and workshop series.
11. Assists in the liaison efforts and helps supervise joint projects between HCOE and other educational institutions, including school districts, College of the Redwoods, Humboldt State University and other county offices in the North Coast region.
12. Develops or helps implement grant proposals and assists in supervising various special projects conducted by the department.
13. Serves as a member of Leadership Council.
14. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
15. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
16. Performs other assigned duties.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as a Learning Specialist provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday and must be willing to travel. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 1
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