



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Project Leader III Language Development Leader County Operated Schools & Programs/ Venture Academy	#6081
SALARY PLACEMENT:	Range 7 Management Salary Schedule	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree, a valid California Teaching Credential, Crosscultural Language and Academic Development Certificate (CLAD). Previous work experience and knowledge with English learner programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of previous work experience with educational agencies and school districts. Two years' experience planning and leading professional development to teachers. Possess a Master's Degree. Possess a BCLAD certification. Expertise in bilingual methodology, second language acquisition, and culturally responsive pedagogy. Ability to read, write, and speak Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to stay current with professional development and current EL practices. Ability to work effectively with parents of diverse ethnic backgrounds. Ability to stay current with relevant federal and state mandated accountability systems. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Valid California Teacher Credential with EL authorization. Ability to lead and work collaboratively with K-12 teachers with varying degrees of expertise and experience.

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents management-level positions and has three levels.

SUMMARY OF POSITION:

Under the direction of the Venture Academy Family of Schools Administrative Team, the Project Leader III will collaborate with teachers to ensure that professional development and intervention services meet the needs of English learners. The Project Leader III must demonstrate knowledge of the cultures and languages of the school's student population.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Assist school administrators and staff with disaggregation of data.
11. Conduct professional development to facilitate stakeholder's understanding of the needs of English learners.
12. Work with teachers to plan, enact, and analyze lessons.
13. Facilitate classroom observations to improve instruction for English Learners, including plans for differentiated instruction.
14. Participate in curriculum/textbook adoption implementation.
15. Support teachers and/or site teams in examining and assessing student work.
16. Manages translation and interpreting for VAFS documents and meetings.
17. Plans and facilitates English Learner Advisory Committee for EL parents.
18. Facilitates the selection of instructional materials to support English learners.
19. Visits classrooms and school sites on a regular basis to provide support to teachers.
20. Oversees the EL components of new teacher support.
21. Works with administration to complete Civil Rights Data Report, as well as other reports.
22. Disaggregates and analyzes data to improve academic performance of English learners.
23. 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.