

**CLASS SPECIFICATIONS FOR THE
PROGRAM SPECIALIST, BILINGUAL EDUCATION**

DEFINITION

Under direction, the Bilingual Program Specialist provides services, as detailed below, to secondary and elementary schools.

QUALIFICATIONS

Credential: Possession of a basic teaching credential as issued by the California Commission for Teacher Preparation and Licensing. Also, applicants must hold or be qualified for a bilingual certificate of proficiency.

and

Education: A baccalaureate or higher degree from an approved institution, with preference to those who have had training and experience in bilingual-bicultural programs.

and

Experience: Minimum of three years' teaching experience.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Assists in collecting data on students whose dominant language is other than English.
- ___ 2. Assists principals in organizing and implementation of programs for students whose dominant language is other than English.
- ___ 3. Assists school personnel in diagnosing the special educational needs of bilingual and limited-English speaking children.
- ___ 4. Assists school personnel in prescribing a meaningful program of instruction for bilingual and limited-English speaking children.
- ___ 5. Assists school staffs in the evaluation of academic and social growth of bilingual and limited-English speaking students.
- ___ 6. Assists in the development, compilation, field testing and revision of materials related to E.S.L. or bilingual/bicultural instruction.
- ___ 7. In cooperation with the Staff Training Services Department, may provide school staffs with workshops or in-service courses relating to bilingual/bicultural education.
- ___ 8. Performs other related tasks and responsibilities as directed.
- ___ 9. Assists in maintaining and upgrading bilingual resource center to insure that relevant instructional and reference materials are continuously available to students, staff and parents of all designated elementary schools.
- ___ 10. Assists school staffs in all aspects of communication with homes of limited-English speaking children, such as parent conferences, letters, translation of notices, etc.

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WORK SCHEDULE AND SALARY

The Bilingual Program Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to training and experience.

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