



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CONSULTANT - ELD

### DEFINITION:

Under general supervision of the Assistant Superintendent, Administrative Services, this position is responsible for the coordination of communication, resources and information to meet school and district needs in all curricular areas with a special emphasis on English Learners. Position is contingent upon continued funding.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Assist school districts with evaluating their existing instructional programs and methodology; assist in implementing changes where appropriate.
- Assist school districts in LCAP development around Actions and Services for English Learners by providing resources, research and effective evidence-based strategies.
- Design and deliver professional development to advance understanding and implementation pertinent to methods and materials appropriate to various levels of instruction for English Learners.
- Plan and participate in TCDE sponsored programs, activities, and events.
- Cultivate effective classroom ELD instruction, increase EL student achievement, and build sustainable capacity as an instructional classroom coach.
- Consult with superintendents, principals, and teacher leaders on ELD curriculum, EL instruction, EL assessment, and professional development needs.
- Coordinate, plan and facilitate district and school leadership meetings.
- Coordinate, plan, and facilitate school site professional learning communities.
- Assist school personnel in locating needed assessments, curriculum, and instructional resources related to English Learners.
- Facilitate the development of curriculum materials to assist in supporting the implementation of the Common Core State Standards and English Learner state assessments.
- Assist school districts that qualify for Differentiated Assistance in the English Learner student group.
- Keep current with issues, laws and regulations regarding education curriculum activities, educational trends, assessment information, reform initiatives, and other issues related to English Learners.
- Attend staff meetings as scheduled.
- Represent TCDE and the department at district and regional meetings as appropriate.
- Understand, implement, and facilitate all aspects of TCDE programs and activities applicable to the TCDE Title III Consortium.
- Drive frequently for Department business.
- Perform other duties as assigned.

### QUALIFICATIONS AND REQUIREMENTS:

Any combination of education training and experience (some examples listed below) which demonstrate the ability to perform the duties and responsibilities as described above.

- Valid California teaching credential required.
- CLAD, BCLAD, ELD, or Bilingual Certificate of Competence authorization is required.
- Minimum three years' successful experience as K-12 classroom with more than one grade level or content area.
- Demonstrated experience working with a diverse student population including English language learners is required.
- Master's Degree desired.



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- Demonstrated experience planning and facilitating professional development programs for teachers, instructional assistants, and/or administrators.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Current educational research and issues, including effective instructional strategies and research-based "best practices" in ELD, ELA, Mathematics, Science, and History Social Science.
- Core curriculum subjects, current California content standards, instructional pedagogy, and instructional applications of technology.
- Professional learning communities, research, and practices; LCAP regulations and processes; CAASPP assessment system implementation and resources.
- Adult learning theories, continuous improvement, and quality professional development theories and practice.

ABILITY TO:

- Maintain confidentiality.
- Lead district through all aspects of ELD Standards-based classroom including planning, assessment, and instruction.
- Use student work and performance data to evaluate the effectiveness of English Learners programs and make recommendations for improvement.
- Provide quality collegial coaching, mentoring, and professional development facilitation services.
- Work with district, school, and grade level/department teams to facilitate planning and problem solving in a variety of capacities including coordination and implementation of professional learning communities and district/school goal planning.
- Consult collaboratively with superintendents, principals, and teacher leaders on curriculum, instruction, assessment, and professional development needs.
- Communicate effectively, orally and in writing
- Establish and maintain cooperative and effective working relationships with colleagues, teachers, administrators, board members, agencies, organizations, and the community.
- Act reflective towards own practice and serve as a resource that is skillful, reliable, and accessible.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Persons must be physically able to operate a motor vehicle.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.



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**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: April 24, 2018 Revised: September 20, 2018

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: September 20, 2018