



QUALIFICATIONS FOR
CURRICULUM SPECIALIST - LEP PROGRAM, K-12

TRAINING

- Required:
- Elementary or secondary teaching credential and one of the following;
 - LDS, BCLAD or CLAD completed or in progress
- Preferred:
- Master's Degree
 - Bilingual

EXPERIENCE

- Required:
- Three years of experience working with LEP students
- Preferred:
- Experience in the administration, supervision or coordination of a LEP program
 - Experience in LEP programs at more than one level
 - Experience in conducting LEP program staff development activities

OTHER QUALIFICATIONS

- Knowledge of:
- Teaching techniques and methods recommended for LEP students
 - Techniques of assessment appropriate for LEP program
 - Curriculum planning and development
 - Current developments in facilities, equipment and instructional materials for LEP programs
 - State and Federal laws governing LEP programs
- Ability to:
- Communicate well, both orally and in writing
 - Establish and maintain cooperative and effective working relationships
 - Assist in establishing and maintaining a high level of teacher and student effectiveness
 - Work effectively with parents

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
CURRICULUM SPECIALIST, LEP PROGRAM, K-12

Primary Function

The Curriculum Specialist, LEP Program, K-12 is responsible for coordinating and providing curriculum and instructional leadership to the LEP program that will enable students to make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Specialist:

1. Assists in the implementation of the District-level LEP plan;
2. Assists in the evaluation of the LEP program, including LEP compliance issues;
3. Coordinates Title VII grant writing and evaluation to assure compliance with District plan and grant requirements;
4. Coordinates all testing required by the State for second language students; monitors testing procedures and record keeping, and serves as a resource to language appraisal team; completes the annual R-30 Language Census;
5. Coordinates the procedures for identifying LEP students for Chapter I programs;
6. Coordinates the monitoring and reviewing process of LEP students;
7. Provides direction and support to teachers and bilingual instructional aides in implementing primary language support and English language development;
8. Provides high quality staff development in English Language Development (ELD), Specially Designed Academic Instruction in English (SDAIE), and other relevant topics for administrators, teachers, aides, parents, and volunteers;
9. Provides staff development for the LEP committees at each K-5 school to properly monitor and coordinate the LEP program to ensure compliance with State and Federal regulations and sound instructional decisions;
10. Facilitates the process for teacher acquisition of the CLAD certificate;
11. Attends conferences, seminars, workshops and meetings inherent to the LEP program;

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12. Assists in the selection and the purchase of new instructional bilingual material and equipment;
13. Supports the activities of the home-school assistant in the areas of parent involvement and parent education;
14. Assists in the coordination of parent education and involvement for LEP parents;
15. Facilitates the training of the Bilingual Advisory Committee (BAC) and District Bilingual Advisory Committee (DBAC);
16. Assists K-12 Principals in implementing the LEP Program;
17. Assists the Director of Special Projects in carrying out other duties and responsibilities as directed;
18. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;
and
19. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.