



QUALIFICATIONS FOR SUPPORT SERVICES SPECIALIST, LEP PROGRAM

TRAINING

- Required:
- Any credential(s) authorizing teaching in the elementary or secondary grades
 - Possess or be working toward a valid California Bilingual Crosscultural Specialist Credential, Bilingual Certificate of Competence, Crosscultural, Language and Academic Development (CLAD), or the Bilingual, Crosscultural, Language and Academic Development (BCLAD) authorization.
 - Experience working with Limited English Proficient (LEP) children
 - Experience in conducting staff development training in this area
 - Training in English Language Development (ELD) and Specially Designed Academic Instruction in English (SDAIE)
- Preferred:
- Any credential authorizing services as a supervisor or administrator in the elementary grades
 - Training beyond credential requirements in school organization and curriculum

EXPERIENCE

- Required:
- That required for the credential
- Preferred:
- Teaching experience in a bilingual setting
 - Curriculum development experience at school and/or district level

OTHER QUALIFICATIONS

- Knowledge of:
- Teaching techniques and bilingual methods such as; Cooperative Learning, Sheltered English and Natural Language Approach
 - English language development curriculum (content, scope, sequence, depth and breadth)
 - In-service training techniques
 - Understanding of other cultures and ethnic backgrounds
- Ability to:
- Communicate well, both orally and in writing
 - Establish and maintain cooperative and effective working relationships
 - Utilize effectively a variety of instructional materials and approaches
 - Assist teachers and aides in meeting the needs of project students
 - Gather data relating to students' progress
 - Work enthusiastically with project students and parents

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF SUPPORT SERVICES SPECIALIST, LEP PROGRAM, K-12

Primary Function

The Support Services Specialist, LEP Program, K-12 is responsible for providing staff assistance and curriculum 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 the K-12 Principals in coordinating the LEP Program;
2. Assists with the implementation of the LEP, District-level plan;
3. Assists in monitoring and reviewing progress of LEP students;
4. Assists in the evaluation of the LEP Program, including LEP compliance issues;
5. 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; assists in the administration of the R-30 Language Census;
6. Trains the LEP committees at each K-6 school to properly monitor and coordinate the LEP program to ensure compliance with State and Federal regulations and sound instructional decisions.
7. Assists teachers and bilingual instructional aides in implementing primary language support and English language development;
8. Coordinates and provides high quality staff development in English Language Development (ELD), Specially Designed Academic Instruction in English (SDAIE), and other topics for administrators, teachers, aides, parents and volunteers;
9. Provides CLAD training;
10. Attends conferences, seminars, workshops and meetings inherent to the LEP program;
11. Assists in the selection and the purchase of new instructional bilingual material and equipment;

12. Supervises the activities of the home-school assistant in the areas of parent involvement and parent education;
13. Coordinates parent education and involvement for LEP parents;
14. Participates and assists in the training of the Bilingual Advisory Committee (BAC) and District Bilingual Advisory Committee (DBAC);
15. Work with the new procedures developed for identifying LEP students for Chapter I programs;
16. Assists the supervisor in carrying out other duties and responsibilities as directed;
17. 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
18. 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.