



## **SITE ENGLISH LEARNER / BILINGUAL PROGRAM FACILITATOR**

### **DIRECTLY RESPONSIBLE TO**

Principal in conjunction with the Bilingual Program administrator

### **PRIMARY FUNCTION**

To implement the objectives and goals of the English Learners/Bilingual Program at the school site(s)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Liaison between district bilingual office, teachers, parents, and community
- Prepare and submit requested program documents and reports to the program administrator
- Establish and ensure correct enrollment, testing, and placement of English learners/bilingual students
- Complete, maintain, and monitor student academic progress reclassification records
- Complete, maintain, and monitor current English learners/bilingual student enrollment
- Participate in Student Success Team meetings as requested
- Assist with establishing and maintaining a functioning Bilingual Advisory Committee
- Provide ongoing training and support to English language development assistants (ELDA)
- Provide input into the evaluation of English language development assistants (ELDA)
- Complete, maintain, and monitor waived student records
- Provide for individual in-service needs of site
- Follow established English Learners/Bilingual Program instructional guidelines
- Promote cultural awareness
- Facilitate CELDT and other testing of English learners at the site
- Attend necessary meeting, (e.g., BAC/ELAC Bilingual Facilitator meetings, etc.)

### **JOB REQUIREMENTS**

- Possession of a valid California teaching credential
- Familiar with current bilingual education philosophy and theory as well as cross-cultural issues
- Experience working with bilingual children
- Ability to work cooperatively with public, administration, pupils, and fellow employees
- Possession of BCLAD or BBC/Spanish
- Knowledge of Second Language Acquisition theory
- Ability to speak the language of bilingual students at site
- Schedule must be flexible to attend evening meetings
- Work hours are consistent with normal District office hours up to an eight-hour day

### **SALARY**

In accordance with the Certificated Educators Salary Schedule