



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CONSULTANT - ELD

DEFINITION:

Under general supervision of the Superintendent, or designee, 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.
- Plan, coordinate, and facilitate district and school leadership meetings.
- Plan, coordinate, 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 and other student groups.
- Assist school district with ELD program alignment to the California English Language Roadmap.
- 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.
- Attend CO-OP meetings as needed.
- Represent TCDE and the department at district and regional meetings as appropriate.
- Oversee, 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.

EDUCATION AND EXPERIENCE 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 is required.
- CLAD, BCLAD, ELD, or Bilingual Certificate of Competence authorization is required.
- Master's Degree in related field is desired.
- Minimum three years of successful experience in a K-12 classroom with more than one grade level or content area.



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- Demonstrated experience working with a diverse student population including English language learners is required.
- 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:

- Federal, state and education code, laws and regulations regarding funding, strategic planning, assessment and accountability.
- Current educational research and issues, including effective instructional strategies and research-based "best practices" in focused content areas.
- Effective project management techniques.
- 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.
- Strong written and verbal communication skills.
- Interpersonal skills using tact, patience and courtesy.
- School district and/or county office administrative procedures and operations.
- Correct English usage, spelling, and punctuation.
- Computer applications and software, including word processing, database, and desktop publishing programs.

ABILITY TO:

- Maintain confidentiality.
- Effectively provide leadership to districts and school sites 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 Learner programs and make recommendations for improvement.
- Provide quality 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.
- Work effectively with districts, community, outside agencies, and staff; communicate effectively both orally and in writing, analyze situations accurately and adopt an effective course of action.
- Conduct effective meetings and staff development activities.
- Work independently with little direction and maintain current knowledge in the field.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative and effective working relationships with colleagues, teachers, administrators, board members, agencies, organizations, and the community.



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

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

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APPROVED

Print Name: Chinny Clawson

Title: Director of Human Resource Services

Signature: 

Date: 5/25/21