

INSTRUCTIONAL PROGRAM SPECIALIST**POSITION DESCRIPTION:**

Under the general supervision of the Area Associate Director or designee of the Assistant Superintendent, the Instructional Program Specialist is responsible for implementing comprehensive academic supplementary intervention programs in collaboration with schools and other educational agencies.

EXAMPLE OF DUTIES: (May include, but is not limited to the following.)

1. Supports regular and summer program implementation and delivery
2. Models ELD and other instructional strategies to district personnel and other educators
3. Provides training on best practices for migrant students
4. Reviews migrant student progress with district and Migrant Education staff to modify intervention as needed
5. Provides academic instruction to migrant students
6. Collaborates and coordinates with district and community agencies to acquire services for migrant students
7. Provides guidance and technical support to staff
8. Participates in district and county meetings as appropriate
9. Makes presentations to school boards and other educational and community agencies
10. Ensures collaboration with district and categorical programs
11. Supports the implementation of Regional, State and Federal Guidelines
12. Completes and/or assists in the completion of required accountability and services reports
13. Supports parent educational activities and training, including Parent Advisory Councils
14. Direct instruction and services to pupils is no less than fifty percent (50%) of duties

QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

1. California Teaching Credential
2. CLAD/BCLAD Credential or Language Development Specialist or Bilingual Specialist for Bilingual Certificated of Competence, SDAIE
3. At least three (3) years certificated teaching experience

ABILITY TO:

1. Implement instructional programs and research on instructional practices and curriculum for English Learners and migrant students
2. Utilize conflict resolution and problem-solving strategies
3. Apply federal and state legislation, initiatives, and regulations related to Migrant Education and other categorical programs
4. Organize and manage various tasks and activities
5. Develop and effectively deliver presentations
6. Provide demonstration lessons and training on best practices
7. Provide guidance and technical assistance
8. Utilize effective communication and interpersonal skills
9. Analyze and interpret data to prepare and present reports
10. Travel within the Area in order to fulfill job duties and attend occasional Regional meetings
11. Apply effective oral and written communication skills in English and the language of families served

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12. Work independently with minimal supervision
13. Follow verbal and written instructions in English
14. Use modern office machines including basic personal computer skills and ability to learn various software programs necessary to carry out job responsibilities
15. Function effectively in a multicultural setting
16. Work a flexible schedule to meet planned programmatic needs
17. Follow BCOE policies and procedural guidelines

OTHER:

1. Possession of a valid California Driver's license and verification of current auto insurance with minimum liability coverage

PHYSICAL REQUIREMENTS:**Occasional (less than 25%)**

Ability to bend and twist, stoop, and kneel
Ability to lift 40 pounds
Ability to carry 25 pounds
Ability to stand for extended periods of time
Ability to drive to various sites
Sufficient mobility to move around the classroom and school
Drive and use commercial transportation to visit sites throughout California

Very Frequent (76%)

Ability to stand and move around an office
Ability to work at a desk, conference table, or in meetings of various configurations.
Ability to see for purposes of reading printed matter and observing staff
Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand
Ability to operate office equipment
Ability to reach in all directions

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

Adopted: February 2014
Revised: June 2015
Revised: July 2024
Salary Schedule 4
Former Program Coordinator
7 Hours/Day; 183 Days - 12 Months