CHINO VALLEY UNIFIED SCHOOL DISTRICT

COORDINATOR OF SPECIAL PROGRAMS AND SERVICES

DESCRIPTION OF POSITION:

Plans, coordinates, monitors, and provides assistance to School Based Coordinated Programs (SBCP), school Improvement Program (SIP), Immediate Intervention/Underperforming School Program (II/USP), Title 1 ESL/LEP/Primary Language Programs to K-12 students in the District under the general supervision of Director of Categorical Programs.

MAJOR DUTIES AND RESPONSIBILITIES:

Assists in the implementation and evaluation of the District's School Based Coordinated Programs, School Improvement Program (SIP), and Title I, English Language Development (ELD), Immediate Intervention/Underperforming School Program (II/USP), Specially Designed Academic Instruction in English (SDAIE) and bilingual programs.

Assists in monitoring School Based Coordinated Programs, Title I, ELD, SDAIE, and Primary Language – LI programs for compliance.

Attends and assists with District Advisory Committee (DAC) and (DBAC) meetings.

Assists in preparing and coordinating the Program Quality Review (PQR).

Assists II/USP schools with action planning and implementation.

Assists with curriculum development.

Assists with evaluation of instructional materials.

Assists with California Distinguished School and National Blue Ribbon Applications.

Attends applicable curriculum committee meetings as required.

Assists with student placement and services as required.

Attends federal, state, regional and local meetings applicable to programs as required.

Assists in the monitoring, training, and promoting of Bilingual Cross Cultural Language and Academic Development (BCLAD) and Cross Cultural Language and Academic Development (CLAD) authorizations.

Assists with parent involvement program at each school site as required.

Assists with articulation efforts between the schools and the District.

Assists with program collaboration within schools.

Assists with in-service training and staff development for certificated staff, classified staff, parents, and students.

Assists with the preparation and coordination of the Coordinated Compliance Review (CCR).

Assists in monitoring and documenting student academic progress as required.

Assists in encouraging innovative curriculum programs that will enhance student learning.

Other duties as assigned.

CREDENTIAL: Hold a valid California Administrative Credential.

DESIRED: Bilingual Teaching Authorization, i.e., Bilingual Cross Cultural, Language and Academic Development (BCLAD), cross Cultural, Language and Academic Development (CLAD).

EDUCATION: Master's Degree desirable.

EXPERIENCE: Elementary and secondary teaching experience preferred. Knowledge of state and federal policies and regulations pertaining to Title I, English as a Second Language (ESL) and bilingual programs needed.

SUPERVISION: Accountable to Director of Categorical Programs.

BOARD APPROVAL: 06-10-96

AMENDED: 08-16-01