



RIALTO UNIFIED SCHOOL DISTRICT

MULTILINGUAL PROGRAMS COORDINATOR

Job Description

DEFINITION

Under the direction of the Agent: Multilingual Programs, assists in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to District, Federal and State Multilingual Programs and serves as a resource to District personnel pertaining to State and Federal Multilingual programs.

ESSENTIAL DUTIES

- Assists the Agent: Multilingual Programs, in developing and implementing State and Federally funded English Learner programs in accordance with local, state, and federal regulations.
- Assists in formulating and implementing English Learner programs for administrators, teachers, paraprofessional and parents.
- Assists in the implementation of NCLB Title III English Learner student program in accordance with local, state and federal guidelines, keeping current with federal legislation and guidelines.
- Disseminates information regarding Title III to relevant publics through a planned community relations program.
- Coordinates and attends parent information meetings, District Advisory meetings and other related meetings.
- Provides support and technical assistance resources in the evaluation and assessment of the reform efforts of Title III and in the implementation of research-based English Learner programs.
- Assists in the implementation opportunities for EL students and provide supplementary service opportunities for EL students and their families.
- Gather required data, prepares accurate reports and monitors program compliance with all applicable regulations for Federally funded programs.
- Confers with, counsels and advises site administrators and instructional personnel in site planning and development of EL programs, site reviews and reviews pertaining to State and Federally funded programs.
- Monitors the secondary EL Program, including the Newcomer Program.
- Performs other related duties as assigned.

A complete job description can be found on our website at www.rialto.k12.ca.us

QUALIFICATIONS

Knowledge of: State and federal categorical program regulations and guidelines, including English learner programs

Ability to: Perform at a high level of competence in positions of leadership and responsibility

Experience and Education:

- Possession of/eligible for a California teaching credential
- Possession of/eligible for a California administrative credential
- Possession of EL authorization or equivalent
- Possession of a Master=s Degree from an accredited college or university
- Completion of at least five (5) years of successful teaching and/or Administrative Service.
- Minimum of one (1) year experience working with a variety of state and federal categorical program regulations and guidelines, including English Learner programs.

PHYSICAL DEMANDS

Physical class:

Moderate work - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours plus

Stooping:	Occasionally	Kneeling:	Occasionally
Bending:	Frequently	Sitting:	Occasionally
Lifting:	Frequently	*Driving:	Occasionally
Reaching:	Frequently	Walking:	Frequently
Handling:	Frequently	Push/Pull:	Occasionally
Fingering:	Frequently	Carrying:	Frequently
Grasping:	Frequently	Standing:	Occasionally

**Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

Frequent motion:

Keyboarding:	Occasionally	Twisting:	Frequently
Wrist flexion:	Frequently	Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally	Forward should/neck flexion:	Frequently
Reaching above should level:	Occasionally	Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Yes	Odor:	Yes
Noise:	Yes	Humidity:	Yes
Moisture:	Yes	Fluorescent lights:	Yes
Working in close quarters with others:	Yes	Floor may be slippery at times:	Yes
Working inside:	95% of the day		
Working outside:	5% of the day		

This job requires:

Alertness:	Constantly	Recall of names and dates:	Yes
Attention to detail:	Constantly	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

Ability to deal with psychological factors:

Team work:	Yes	Frustration:	Medium
Repetitive Tasks:	Yes - High	Level of responsibility:	High
Must keep up with schedule:	High	Flexible:	Yes
Able to work overtime as needed:	Yes		
Dealing with angry teachers, students and parents:	Medium		

Physiological factors:

Have a high level of consciousness:	Yes	Ability to read at 12 th grade level:	Yes
Orientation to time, place or person:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		

District Requirements:

- Fingerprints on file as required by State Law
- TB Skin Test as required by State law

rlw: 6/2019

**AN EQUAL OPPORTUNITY EMPLOYER
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**