



**Job Title: Dual Language Program Specialist**

**Department:** Federal Programs and Special Projects  
**Reports To:** Title III Administrator  
**Grade:** Teacher's Schedule + Stipend  
**Number of Days:** 200  
**Security Access:** None  
**Current Date:** May 17, 2012  
**Overtime Status:** Exempt

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**Job Objectives:** Provides embedded coaching and professional development to support implementation of Dual Language instruction with programmatic fidelity for native English and native Spanish speakers in the district. The position is characterized by a strong desire to ensure that students participating in the Dual Language program develop both English and Spanish fluency and attain high academic achievement in both English and Spanish.

**Minimum Qualifications:**

- Oklahoma Teaching Certificate

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist teachers and administrators in employing appropriate research-based strategies to ensure students achieve linguistically and academically in English and Spanish including assistance in developing and using Dual Language instructional strategies, curriculum products, implementation plans and assessment tools.
- Exhibit theoretical and research-based knowledge of language acquisition and child development.
- Work collaboratively with teachers in recognizing and responding to the multiple needs of the diverse learners.
- Assist teachers in utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.
- Research, teach, and model best practices used to address the needs of students participating in a Dual Language Program.
- Assist with implementing a balanced approach of direct teaching using authentic, literature based reading and writing opportunities throughout the content areas in both English and Spanish.
- Assist with district and school-wide instructional initiatives.
- Assist in monitoring the district's effectiveness and compliance with local, state, federal and court ordered requirements related to Dual Language programs.
- Perform all other duties as assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in English and Spanish.
- Ability to follow detailed instructions and complete tasks efficiently.
- Possess knowledge of office equipment such as copiers, computers and fax machines.
- Possess good organizational skills.
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community.
- Ability to work under pressure and be flexible.
- Ability to be responsive to school personnel, parents, and other representatives of the community.
- Communicate effectively with school personnel, parents, contracted service providers and the community.

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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