

CONTRA COSTA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: ENGLISH LEARNER CURRICULUM SPECIALIST, REGION 4
CALIFORNIA PRESCHOOL INSTRUCTIONAL NETWORK
(CPIN)**

Full Time, Categorical One-year Temporary Position

Effective date: September 19, 2005

RANGE: 26

BASIC FUNCTION:

Under the direction of the Director I, Region 4 California Preschool Instructional Network, the English Learner Curriculum Specialist will work with the Director in maintaining a regional CPIN for Region 4. The California Preschool Instructional Network is a new project of the California Department of Education (CDE) in partnership with the Curriculum and Instruction Steering Committee (CISC). Its purpose is to provide consistent and high quality professional development for preschool administrators and leaders in early childhood programs. The focus is on language and literacy, school readiness and transition to kindergarten for all children, including English learners and those with special needs.

Additional responsibilities include ensuring the activities specified in the CPIN Plan are appropriate for all children, including those who are learning English; serving as liaison and resource to designated EL contacts in each county, district and county offices of education within the region; and assisting with design and implementation of professional development and technical assistance for early childhood education program personnel focused on English Learners.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Work with the Regional CPIN Director in establishing and maintaining a regional CPIN for Region 4 that provides current information and research, resources, and sharing of best practices with a focus on language and literacy and is responsive to the needs of English Learners.

Provide specialized knowledge and experience about educating young children who are learning English.

Work with CPIN Director to develop and expand EL contact list and ensure representation on Regional CPIN Advisory Committee.

English Learner Curriculum Specialist (CPIN) - Continued

Provide and/or coordinate professional development opportunities for preschool administrators/leaders that is consistent with statewide Preschool Learning Standards. Identify local, statewide and national experts to support the language and culture needs of all EL preschool children, including but not limited to Spanish, African American and Asian populations.

Visit preschool sites and identify model EL programs.

Inform preschool practitioners of research-based resources, events and opportunities within the region that support English Learners.

OTHER DUTIES:

Participate in and contribute to statewide and regional activities as related to CPIN.

Submit information/data to CPIN Director to contribute to quarterly progress reports.

Perform other related duties as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Goals of Preschool Learning Standards, curricula, instructional programs and Desired Results system of accountability.

Characteristics of quality early childhood/literacy programs.

Strategies for including English Learners in the regular preschool program.

Current trends in educational methods for children who are learning English as a second language.

Funding and program models for serving young English Learners.

ABILITY TO:

Adapt and ensure that training and technical assistance content and activities are available and appropriate to programs serving young children who are learning English.

Collaborate and network with a variety of organizations.

Provide and facilitate professional development.

Complete high quality, accurate work in a fast-paced, customer-focused environment.

EDUCATION AND EXPERIENCE:

English Learner Curriculum Specialist (CPIN) - Continued

Bachelor's Degree in early childhood education, social work or related field and four years increasingly responsible experience in education, social services or related field. Experience working with English Learners in the early childhood system.

Experience designing and providing professional development and follow-up support at the Preschool level.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Ability to drive around the 7 county Bay Region 4 and to Sacramento.

Ability to attend out of region multiple day meetings and trainings.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to view a computer monitor and read a variety of materials.