

INSTRUCTIONAL SPECIALIST/MIGRANT EDUCATION & BILINGUAL PROGRAM

Primary Function: To assist the administration and staff in the implementation of the district's S.A.S., bilingual and migrant education programs.

Directly Responsible To: Assistant Superintendent

The duties of the Instructional Specialist/Migrant Education & Bilingual Programs shall include, but not be limited to, the following:

1. Assist in the implementation of the district's Bilingual Program.
 - a) Serve as a resource teacher to teachers in the district's bilingual program.
 - b) Serve as a liaison with the district Bilingual Program Committee.
 - c) Assist in the writing and implementation of Title VII, bilingual education grants.
 - d) Assist in the development of bilingual program goals and objectives.
 - e) Evaluate the effectiveness of curriculum materials used in the Bilingual Program.
 - f) Provide for a program of articulation between the elementary and junior high school and high school programs.
 - g) Advise teachers of bilingual program classes of federal, state, and local laws pertaining to the functioning of the program and placement of students into the program.
 - h) Monitor district's plan and training to remedy shortage of qualified bilingual teachers.
 - i) Coordinate translation of district forms and letters.
2. Assist with the implementation of the district's Student Assistance Service program.
 - a) Coordinate Hispanic parent education seminars.
 - b) Serve as a resource to the S.A.S. counselor at student site mediation team meetings.
 - c) Serve as a resource to the S.A.S. counselor for student and parent interventions.
 - d) Serve as a resource for staff development and student training.
 - e) Coordinate the translation of all S.A.S. materials.
3. Assist in the implementation of the district's Migrant Program.
 - a) Serve as a resource to teachers and migrant staff in the district's Migrant Program.
 - b) Serve as a liaison with the district Migrant Program and County.
 - c) Assist in the writing and implementation of the Migrant Service Agreement.
 - d) Assist in the development of migrant program goals and objectives.
 - e) Evaluate the effectiveness of the Migrant Program.

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- f) Provide for a program of articulation between the elementary and junior high school programs, and the junior high school and high school programs.
 - g) Advise teachers and administrators of federal, state, and local laws pertaining to the functioning of the program and placement of students into the program.
 - h) Coordinate migrant parent meetings/trainings.
 - i) Develop a budget for migrant education.
4. Carry out other tasks and responsibilities related to bilingual education as directed by the assistant superintendent.