

Assist in the implementation of FUSD programs/grants relating to potential bilingual teachers (i.e. Mini-Corps, Fresno/Clovis Unified School Districts' Paraprofessional Grant, California State University, Fresno Internship Program). E

Assist in the development of knowledge regarding bilingual educational issues within both the Fresno community and the District. E

Supervise and evaluate the Multilingual/Multicultural Department translators. E

Monitor the progress of the Mini-Corps, Teacher Corps and Internship Participants who fit the category of Potential Bilingual Teachers. E

Work collaboratively with the Division of Human Resources personnel to recruit and hire bilingual teachers. E

Assist in the implementation of the Master Plan for Limited English Proficient students under the auspices of the Plan to Remedy the Shortage of Bilingual Teachers. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

California Credential authorizing bilingual instruction at the elementary or secondary level (BCLAD or CLAD, or their equivalent). Three years of teaching experience at the elementary or secondary level. California driver's license required.

E = Essential Functions

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Implementation Specialist/Teacher Corps**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local, state and federal bilingual program requirements.

University bilingual teacher education programs.

Hiring procedures.

Diverse cultural backgrounds, language styles and needs of bilingual and Limited English Proficient students.

ABILITY TO:

Communicate well both orally and in writing.

Effectively communicate and work collaboratively with university students and staff, community members and agency personnel who are from widely diverse cultural, ethnic and linguistic backgrounds in order to aid potential bilingual teachers.

Establish and maintain effective working relationships with District staff.

Work a flexible schedule, including evenings.

Prepare reports, develop records and maintain a data base.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment. Evening and weekend meetings.

PHYSICAL ABILITIES:

Seeing to read, review, and assure accuracy of information; dexterity of hands and fingers to operate a computer keyboard; sitting, standing, or walking for extended periods of time. Rapid paced work; high levels of stress. Moderate physical effort. Periodic handling of light-weight parcels or supplies. Frequent driving or other travel to local universities, school sites and departments and to conferences for recruitment duties.

04/18/95