

SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Early Learning Dual Language Support

Overview:

Under the direction of the Director, Early Learning Support Services, manage dual language support services provided through the Early Childhood Language Development Institute (ECLDI); coordinate professional development training for school administrators and elementary school teachers; pre-school teachers, and families; develop training content; provide technical assistance and coaching for educational staff members and parents working with dual language learners; create ECLDI promotional and communication materials; oversee the work of project staff; monitor grant funding and project expenditures; plan and coordinate project evaluation and grant writing activities; and engage,

Interpersonal - Establish rapport and maintain effective work relationships with diverse groups of people; work collaboratively and communicate effectively exhibiting tact and patience.

Technical - Manage data and create presentations using MS word, Excel, and PowerPoint software.

Qualifications:

Any combination of education and experience equivalent to:

Education:

Bachelor's degree in early childhood education, sociology, psychology or related field.

Experience:

Three years of professional level experience which has involved project management, professional development, second language acquisition, community/family engagement, and linguistic and cultural instruction.

Physical Demands:

Vision sufficient to read a computer screen and small print in computer manuals.

Hearing sufficient to understand verbal communication over the phone or in person.

Speaking sufficient to communicate information over the phone and to both small and large groups of people.

Dexterity of hands and fingers sufficient to operate a computer keyboard.

Sitting/Standing for extended periods of time while on school site visits, conducting meetings, and delivering seminars.

License:

California Driver License