

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CURRICULUM SPECIALIST
Mandarin Language Immersion Instructional Support

DEFINITION

Under the direction of the Education Services Division Directors act as a resource to District staff to support curriculum development, teacher development, and instructional programs designated to enhance student achievement; plans, implements, and evaluates all aspects of the Mandarin Immersion Program including compliance, curriculum development, and professional development; conducts program evaluations and makes recommendations for modifications based upon data analysis; oversees all aspects of support related to the District's language immersion programs; works in collaboration with other instructional coordinators and the Education Services Division; ensures that the Mandarin Immersion Program (MIP) is aligned to the District's overall educational program.

EXAMPLES OF DUTIES

- Supports school administrators in meeting the needs of Mandarin Language Immersion students, including identifying program needs (e.g. instructional materials and equipment), and assisting with the organization and scheduling of classes.
- Supports instructional programs as they relate to Mandarin Language Immersion, including curriculum development, support for differentiation, and integration of technology.
- Confers with teachers as necessary, providing guidance and mentoring regarding instructional strategies.
- Facilitates the selection of instructional materials for all Mandarin Language Immersion programs.
- Works with the Director and Language Immersion Parent Advisory Committee to connect, communicate and gather parent input.
- Analyzes state and district assessment results; makes recommendations based upon data to the district regarding program modifications.
- Provides professional development for principals, assistant principals and teachers as needed.
- Visits classrooms and school sites on a regular basis to provide support and feedback to teachers and site administrators related to meeting the needs of Mandarin Language Immersion students.
- Plans and facilitates a variety of meetings related to the Mandarin Language Immersion Program.
- Plans and facilitates collaborative planning meetings for Mandarin Language Immersion teachers.
- Participates in meetings, workshops, trainings, and seminars in order to convey and/or gather information.
- Oversees training and support for new teachers in the Mandarin Language Immersion Program.
- Attends district, county and state meetings as required.
- Coordinate orientation meetings, tours, and assist with the application and enrollment process.
- Performs other duties as assigned.

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Page 2

QUALIFICATIONS

Knowledge of:

Language Acquisition theories, Common Core State Standards, English Language Development, curriculum design; transfer issues between Mandarin Language and English languages; simplified and traditional Mandarin Language forms; ability to meet deadlines and simultaneous accountabilities; prioritizes diverse tasks; adult learning theory.

Ability to:

Plan, organize, and coordinate all aspects of the Mandarin Immersion Program; communicate effectively both orally and in writing; train teachers, administrators, and classified staff in current language acquisition theory and strategies for classroom integration, instruction, and assessment of student language development; conduct demonstration lessons as needed in classrooms; prepare and present clear reports; analyze standardized assessment results and other data; use and demonstrate effective instructional strategies and practices to increase student achievement, engagement, and innovation; develop, write, and evaluate professional development; understand, evaluate and communicate current Language Development trends and state standards, as well as state and federal guidelines regarding services and program implementation; work independently; plan, coordinate and attend trainings and professional development; provide coaching and curriculum development to District teachers with the integration of Mandarin into the District's overall curriculum development plan for MIP schools; demonstrate a passion for bi-literacy, bilingualism and an appreciation of diversity.

Experience:

Four years of regular full-time teaching experience; two years integrating and supporting Mandarin language immersion learners in a teaching environment; mastery of content standards and ELD standards demonstrated through professional experience, and or certifications. Preferred experience includes three years curriculum development or staff development experience; experience presenting at local, regional, or national level; training teachers in ELD instruction and compliance; and writing curriculum for Mandarin language instruction.

Education:

Possesses a valid California teaching credential with BCLAD; Bachelor's Degree; Master's Degree in related area or postgraduate educational coursework preferred; fluent in Mandarin and English.