

Job Description

TITLE III EDUCATION SPECIALIST

The mission the Title III Education Specialist is to ensure that Title III (ESEA) and Civil Rights legislation are implemented in Utah schools so that students learning English, including those students with immigrant status, and Recently Arrived (Refugees and Asylees), are provided with equitable access to educational opportunities that prepare them for Career, College and Life Readiness.

Purpose & Distinguishing Characteristics As stated in the Official State DHR Posting

This is a licensed professional level job reporting to an Educational Coordinator or Educational Director whose incumbents provide leadership and are considered the statewide expert in the development and improvement of one or more educational curricular or administrative specialties in the elementary and secondary schools of the state. Incumbents plan, develop, promote, implement and evaluate programs in the educational specialty area. Incumbents provide statewide training for school personnel of all levels, parents, other state agencies and the public in the education specialty. Incumbents coordinate with colleges, universities and other educational institutions to improve the pre-service and in-service education of teachers, administrators and other school personnel.

Physical Requirements: Sedentary - No special physical demands are required to perform the work.

Working Conditions: Everyday Risks - Risks found in the typical office setting, which is adequately lighted, heated and ventilated.

List the Priorities

1. Contribute to the Utah State Board's Strategic Plan in the ways determined by the USBE Leadership
2. Contribute to the established goals of the department as determined by the direct supervisor
3. Contribute to the work of the ERSI Team and align all work to the stated Theory of Action of the Team

List is the Key Responsibilities: Taken directly from the Official State DHR Document and Classified by DHR as Essential

Percent of Time	Description: All responsibilities are determined by ESEA and Civil Rights Legislation (Case Law and EEOA 1974)	ESSA/Board Rule/SOP
20	Coordinates and/or acts as a liaison between agency or work unit and other agencies, work units, organizations: Implementation = regularly facilitates meetings with Alternative Language Services Directors, Refugee Collaborative and other individual meetings with schools and districts to support technical assistance requests, including webinars and private WebEx meetings.	R277-716 approval by the Utah State Board of Education on May 2, 2019; Effective date of July 22, 2019.
20	Designs, develops, and conducts a variety of research projects; determines appropriate methodologies, information sources, sampling strategies, and data-collection tools: Implementation = Monitors each LEA's language instruction program to meet the needs of students learning English so that each student meets annual adequate growth goals by each school as articulated in the ESSA State Plan for English language proficiency and academic subjects; and supports each LEA to implement its legal obligation to ensure the Civil Rights of students learning English; and to overcome language barriers that impede them from participating equally in state and LEA educational programs.	ESEA Revised in ESSA 2015: SEC. 3102(2)) Section 1703(f) of the Equal Educational Opportunities Act of 1974 (EEOA)

15	Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines: Implementation = revises, reviews and approves each LEAs annual self-assessment template with each LEA’s evidence of compliance, uploaded in the Utah Grant management System.	R277-716
15	Interprets, clarifies, explains and applies agency policy and procedures, business practices, federal or state laws and regulations. Implementation: Responds to all concerns and questions by email or phone call, including conducting investigations for internal audit hotline complaints. This includes all violations in fee waiver laws in the 1993 Permanent Injunction, Utah Legislation, and Internal Policies by USBE School Fees Department; and ensures that “no student is denied the opportunity to participate in a class or school- sponsored activity or supported activity because of the inability to pay a fee.”	Effective 7/1/2020 63I-5-201. Internal Auditing programs – State agencies. HB 80 School Fees. Utah Admin. Code R277-407
10	Manages one or more statewide or agency wide program(s). Determines program goals and objectives and/or chairs committees established to support the program: Implementation = revises, reviews, and evaluates all transcripts and course work, including competency-based programs for all ESL Endorsement applications in the state of Utah.	Utah Legislative Rules: R277-301. R277-503. R277-520; R277-716-5.

10	<p>Monitors agency or program budget including revenues, expenditures and budget projection: Implementation = oversees all Title III Grants in the Utah Grants System (Title IIIA; Immigrant: Recognition Grants in State Activities budget) which includes maintain the Title Spending Handbook and reviewing and approving all reimbursement requests, LEA budget revisions. Consortiums MOUs according to federal statute in collaboration with the Title III Fiscal manager.</p> <p>Ensures that internal controls (policies, processes, and procedures) are implemented to effectively use resources, supplement not supplant, and supports each school in using funds for the statutory obligations of Title III: increased measurable outcomes for students learning English</p>	<p>APPROVED SOPs: - Allocations Title III Immigrant Funding; and, - Allocations Title III English Learner Flow Through with allocations for Consortiums</p> <p>(ESEA of 1965 Revised in ESSA 2015: SEC. 3115 [20 U.S.C. 6825] (g).</p>
10	<p>Organizes meetings, conferences, or workshops arranges facility and ^[SEP]equipment reservations, speakers, meals, travel: Implementation = design and facilitate all online course for Professional Learning in the Communities of Practice Catalog on the Title III website which is updated by the specialist; Provides effective and sustained professional development designed to improve the instruction and assessment of English Learners to support each student's growth toward English language proficiency and increased subject matter knowledge.</p>	<p>ESEA Revised in ESSA 2015: SEC. 3115 (c)(2)(C).</p>

List the tasks required to support the key responsibilities of the Job/Role

1. Attending and contributing to ERSI Team Meetings twice a month for at least 2 hours

OTHER:

1. DHR Requirements listed: Doctorate Degree in a related ELD field of study and Current State Education License with required endorsements.
2. The position does not make any decisions without the authorization of the direct supervisor.
3. The Title III Specialists documents job performance in the Utah Management

Performance system and is evaluated regularly by the direct supervisor as determined by policy and directives.

4. Instruction is provided at the time of UMP reviews and in regularly scheduled ERSI Team meetings.