



Job Title: **State Dual Immersion Coordinator**

Department: **Evidence Based Learning**

Supervisor: **Directors of Evidence Based Learning**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Dual Immersion Coordinator is a special USOE assignment that is housed in Canyons School District, Evidence-Based Learning office and will be subject to Canyons School District employee policies and procedures.

ESSENTIAL FUNCTIONS

- Coordinate all state Spanish dual immersion programs
- Provide professional development for principals implementing dual immersion programs
- Provide professional development for language and English teachers implementing dual immersion programs
- Develop resources that support Spanish dual immersion implementation
- Disseminate information to state network regarding dual immersion implementation
- Collaborate with Canyons School District Evidence-Based Learning department to support dual immersion schools
- Provide leadership and mentoring to principals implementing dual immersion
- Provide community outreach supports to increase awareness and participation in dual immersion programs
- Develop tools to monitor the effectiveness of dual immersion implementation
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019