

**CLASS SPECIFICATIONS FOR THE  
RESOURCE TEACHER, MULTILINGUAL EDUCATION**

**DEFINITION**

Under direction, to work with schools in collecting, translating, and assembling educational materials needed in multilingual education programs.

**QUALIFICATIONS**

The minimum requirements are a bachelor's degree and a valid California Elementary teaching credential. Preference will be given to those who have had training and experience in bilingual-bicultural programs.

The Multilingual Education Resource Teacher must be proficient in spoken and written English and in another language.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Assists in collecting data on students whose dominant language is other than English.
- \_\_\_ 2. Assists principals in organizing programs for students whose dominant language is other than English.
- \_\_\_ 3. Assists in the preparation of reports to state and federal agencies requesting information on multilingual programs.
- \_\_\_ 4. Recommends appropriate multilingual curriculum to elementary and secondary curriculum offices.
- \_\_\_ 5. Maintains a list of multilingual resource materials.
- \_\_\_ 6. Cooperates with the Staff Training Services Department in the development and implementation of inservice training programs.
- \_\_\_ 7. Translates correspondence and materials as required.

**WORK SCHEDULE AND SALARY**

The Multilingual Education Resource Teacher serves on the days schools are in session, and is placed on the teachers' salary schedule according to training and experience.