

BETAC FACILITATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of providing assistance to the BETAC Coordinator in implementing the services provided by the Bilingual/English as a Second Language Technical Assistance Center (BETAC) within the Division of Instructional Services of Ulster County BOCES. The center offers resources and training on issues pertaining to Limited English Proficient (LEP) students. An incumbent is responsible for providing technical and administrative support to the program and facilitating training activities required in assisting the education of limited English proficient (LEP) students. Work is performed under the general supervision of the BETAC Coordinator with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in preparing workshop materials and providing training opportunities that enhance the skills and competencies of educators who impact the learning of LEP students;

Provides content technical assistance on New York State Department of Education policies and regulations, issues related to law, availability of funding, and implementation of higher learning standards;

Reviews, analyzes and reports impact of legislative, financial or policy changes in respect to the program(s);

Researches latest trends on bilingual education and English as Second Language (ESL) programs;

Keeps updated on the latest rules and regulations of the State and Federal Education Departments;

Manages a calendar for public information, maintains records for BETAC activities, compiles information from feedback forms and assists with required reporting and developing budgets;

Maintains financial statements and statistical information, electronically generates purchase orders and manages projects as directed;

Oversees the BETAC Resource Library, maintains an inventory of materials and processes requests for and follows up on material on loan;

Prepares newsletters and other written information for dissemination in news releases, webpage and correspondence;

Communicates procedural or program changes to program staff, contractors, recipients, and other interested parties;

Makes referral to Specialist and/or Coordinator personnel when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and concepts utilized in the education field; good knowledge of second language education and the needs of LEP students; good knowledge of available community agencies and resources; good knowledge of diversified cultures; good knowledge of the principles, methods and techniques currently in use in the field of research; good knowledge of training methods and procedures; good organizational and project management skills; ability to coordinate the activities of others; ability to communicate effectively; ability to express oneself clearly both orally and in writing; ability to prepare written material; ability to establish and maintain working relationships with others; initiative, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma *and* successful completion of thirty (30) credit hours from a regionally accredited university or college *or* successful completion of 500 hours of training from a technical training institute, military institute, or a corporate training program *and* one (1) year of work experience in research, project research, and/or data collection and analysis; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience in either applying technical assistance to a program in an educational field, providing technical instructional training in an educational environment or teaching in an educational environment *and* one (1) year of experience in research, project research, and/or data collection and analysis; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B.

ULSTER COUNTY
8040 BETAC FAC
Classification: Competitive
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Adopted: April 25, 2002