

COORDINATOR II, ENGLISH LEARNERS

DEFINITION

Under the direction of the Assistant Superintendent of Educational Services or designee, provide leadership, coordination and supervision to the District's English Language Learner Program and provide support to the overall instructional program.

ESSENTIAL FUNCTIONS

- Develop and implement the District's English Learner Program
- Develop baseline data and establishes clear goals for the English Learner Program
- Assist schools with the procedures and requirements for the English Learner Program
- Assist school administration with the development of site plans and preparation for program reviews related to the English Learner Program
- Coordinate, implement and evaluate the effectiveness of the English Learner Program, student placement and reclassification criteria and monitoring
- Coordinate and provide professional development for certificated and classified staff related to the English Learner Program
- Provide direction regarding the purchase and development of appropriate materials for use in the English Learner programs in grades TK-12 that align with the state standards
- Conduct the District English Learner Advisory Committee (DELAC) parent meetings
- Provide support and resources to English Learners and their families
- Prepare clear and concise State and Federal reports and mandates for sites and District including but not limited to budgets, Title III and Federal Program Monitoring
- Collaborate with the assessment department to administer both the initial and annual summative English Language Proficiency Assessments for California (ELPAC)
- Collaborate with the Director of Elementary Curriculum and Instruction and the Director of Secondary Curriculum and Instruction to ensure program implementation and continuity
- Collaborate with other departments, including but not limited to Special Education, Instructional Technology, Data Management and Assessment and Student Support
- Provide leadership and guidance to Teachers on Special Assignment (TOSA) as it relates to the District's English Learner Program
- Support district wide student events, performances and other related student academic competitions as assigned
- Perform other tasks and assume other responsibilities as assigned by the Superintendent/Designee and/or the Assistant Superintendent of Educational Services

QUALIFICATIONS

Knowledge of:

- State and federal categorical program regulations and guidelines, including English Learner programs
- Planning, organization and direction of instructional programs and other related District programs
- Applicable laws, codes, regulations, policies, operations and procedures
- Curriculum, standards, and assessments
- Effective evaluation practices, including the California Standards for the Teaching Profession
- Normal school routines and practices
- Professional Learning Communities
- State and Federal Compliance
- Current instructional theory and practice
- Current successful personnel management and educational leadership strategies
- Effective human resource development practices
- Budget development, maintenance and monitoring
- Effective leadership and supervision practices
- Effective oral and written communication skills
- The 40 Developmental Assets

Ability to:

- Plan, organize and direct instructional programs and other related District programs
- Demonstrate effective instruction with English Learners
- Demonstrate effective supervision skills
- Demonstrate effective communication and interpersonal skills
- Demonstrate strong scheduling and organizational skills
- Diffuse difficult situations
- Apply and explain rules, regulations, standards, policies and procedures
- Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
- Meet demanding timelines and schedules
- Plan and implement large scale projects
- Prepare comprehensive narrative and statistical reports
- Analyze situations accurately and adopt an effective course of action
- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
- Learn and follow the operations, procedures, policies, and requirements of this position
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Work effectively as a member of a team
- Speak and write fluently in Spanish

CREDENTIALS AND EDUCATION

- Valid California Administrative Services Credential
- Teaching Credential
- Master's Degree
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Five years successful teaching experience preferable
- Three years of site administrative experience; principal experience preferable
- Two years of district-level experience preferable

WORKING CONDITIONS

Environment:

- Office environment: constant interruptions
- Outdoor environment: drive a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops

Physical Abilities:

- Pre-placement physical: Class I
- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone
- Ability to read printed matter and computer screens
- Ability to understand speech at normal levels
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies
- Ability to lift and carry 30 pounds
- Ability to climb stairs, walk, and sit for extended periods of time
- Ability to climb a ladder for purposes of inspection when necessary

EQUAL OPPORTUNITY EMPLOYER

Board Information Item 08/13/2019