



EDUCATING LEARNERS FOR THE 21ST CENTURY

JOB DESCRIPTION

ENGLISH LANGUAGE LEARNER – SITE COORDINATOR

Annual Stipend: \$1,325 - \$5,450

BASIC FUNCTION: Under direction of the Educational Services administration and school administrator, this position will serve as a resource to teachers in implementing effective English Language Learner instructional programs to all students.

MAJOR DUTIES AND RESPONSIBILITIES: The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Attend District English Learner Coordinator meetings;
2. Share information from District office meetings with site personnel;
3. Attend CELDT training and state assessment District training;
4. Assist with the schedule and administration of the CELDT, STS, Aprenda and other English Learner assessments administered at the school site;
5. Monitor new students monthly. Ensure they are tested or submit current year's CELDT scores to District office within 30 days of enrollment;
6. Prepare English Learner folders to hold EL information in cum for new students;
7. Assist District office with missing demographical student information (CELDT)
8. Assist office managers in correcting discrepancies in student data;
9. Make sure program option forms are available in the front office;
10. Assist in informing parents of meetings & program options (i.e. Sheltered English Immersion-SEI, English Mainstream-EM, Alternative Program-Dual Immersion);
11. Assist with parent meetings to explain various English Learner program options;
12. Assist with answering parent questions regarding program options and waivers;
13. Confer with principals regarding English Learner placement and program options available;
14. Attend English Language Advisory Committee meetings at school site;
15. Assist with reclassification of students including: notifying parents, holding reclassification meetings, submitting paperwork and filing paperwork in EL folder in cum
16. Attend and advise at Special Education English Learner reclassification meetings;
17. Monitor reclassified students with appropriate document for a period of two years after reclassification. Submit paperwork to district office and file in EL folder in cum;
18. Assist with the mentoring of new English Learner Coordinators;
19. Perform other duties related to instruction of English Learners;

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- Coordinate assigned activities within the school and between school and district.
- Provide responsible and complex administrative support to the principal;
- Advise and instruct students;
- Train and coach school personnel;
- Communicate effectively orally and in writing;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Communicate effectively with diverse constituencies;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Administer current best practices in the organization and facilitation of student development as it relates to the English Language Learner program;
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements: Must possess at least a Bachelor's Degree from an accredited institution with a Masters' degree preferred; and California teaching credential required.

Experience: A minimum of two years teaching experience is required.

The amount of the annual stipend associated with this position is determined by the actual number of English Learners at the site where the coordinator serves as the English Learner Coordinator.

Original JD Board Approved: 6/26/08

Revised JD board approved: 11/20/13