

CENTRAL SCHOOL DISTRICT

Job Title: English Language Development
Coordinator

Occupational Group: Management
& Confidential

Reports to: Assistant Superintendent of Student
Achievement and Educational Services

Work Year: 211 days

Date of Board Approval: 6/21/2001

DEFINITION

Under the immediate supervision of the Assistant Superintendent, Student Achievement and Educational Services and in cooperation with the school principals, the ELD Coordinator acts as consultant and facilitator to staff in the design and implementation of educational programs for limited and non-English speaking students, and conducts the annual language census. Coordinates the allocation of material and personnel resources provided by district and categorical funds.

QUALIFICATIONS

Education/Certification:

- Valid California Administrative Credential
- Valid California Bilingual Cross-Cultural Teaching Credential and/or a Bilingual Certificate of Competence.
- Must obtain within six months of employment CPR training and keep it current.

Knowledge and Abilities:

Knowledge of:

Laws, rules, and regulations regarding Limited English Proficient Programs; methods of teaching Limited English Proficient Students.

Ability to:

Communicate and train instructional staff effectively; communicate in a language other than English which is appropriate to students and parents; provide leadership in the development of instruction for children in special programs.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Provides assistance to teachers in the design and implementation of instructional approaches and the use of materials to meet the special needs of ELL students. **E**
2. Supervises the English Language Development aides, including assignment, training, and evaluation. **E**
3. Responsible for administering the Home Language Survey. **E**
4. Tests students for language proficiency. **E**
5. Provides inservice and consultation services for teachers in writing Individual Learning Plans, where appropriate.
6. Coordinates the activities of school and district English Language Advisory Councils (ELAC).
7. Gathers and disseminates information on current developments in second language acquisition, including teaching methodologies, legal requirements, instructional materials, and outside resources for staff. **E**

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8. Assists in the development and evaluation of district and school site goals, objectives and approaches for English Language Learners. **E**
9. Coordinates and monitors the development, implementation and evaluation of the District program for Limited English Proficient students.
10. Coordinates and monitors the implementation and evaluation of pupil placement and achievement.
11. Assists principals, teachers, aides and parents to achieve the goals and objectives of English Language Development programs.
12. Assists principals and schools with the development of site plans and self-studies in preparation for reviews related to ELD programs.
13. Provides articulation between ELD, Special Education, and regular educational programs.
14. Coordinates the purchase and development of appropriate materials for use with ELD students and teachers.
15. Coordinates and provides inservice training for certificated and classified staff on the delivery of the ELD services.
16. Prepares and submits any necessary state and federal reports. (Plan to Remedy, Local Designation, Waivers, Compliance, Emergency Immigrants, etc.)
17. Monitors the development of budget and auditing of ELD funds.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.