

**DISTRICT COORDINATOR, SECOND LANGUAGE PROGRAMS K-12****DEFINITION:**

Under the direction of the Assistant Superintendent of Instructional Services, coordinate all phases of staff, curriculum and program development from kindergarten through twelfth grade district wide for students whose primary language is other than English.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and implement curriculum in grades kindergarten through twelve for English Learners (EL) to support Board adopted English Language Development (ELD) and content standards; coordinate the development of scope and sequence of articulated instruction in grades kindergarten through twelve; coordinate the development of support materials for teachers to assist with curriculum implementation; facilitate articulation among elementary and secondary schools and among secondary department chairs.
- Establish textbook adoption schedules and procedures for ELD textbooks and related intervention materials; coordinate all phases of the adoption process, including research, course outline revisions (for secondary courses), criteria development, evaluation of materials, recommendation of materials, implementation of adopted materials, and communication with publishers.
- Assist in student preparation and monitor EL student achievement on District, State, and nationally standardized assessments.
- Coordinate the administration of the California English Language Development Test (CELDT); coordinate the primary language testing of all new students; oversee the District Language Assessment Center.
- Provide each site with information related to which students meet the criteria for redesignation; update the student information system to reflect accurate student designation; provide data and forms for required follow-up process for redesignated students.
- Utilize data effectively to develop, implement, monitor, and evaluate programs to meet curriculum and instructional needs for all K-12 EL students.
- Work collaboratively with the Two-Way Language Immersion Program K-12 site administrators to implement and evaluate the program.
- Coordinate staff development programs for certificated and classified staff regarding ELD standards and their relationship to the English-Language Arts content standards; appropriate instructional strategies to support EL students; and correct utilization of identified ELD and intervention materials throughout the school year and during the summer; survey members of the management team, teachers, and classified staff to determine staff and curriculum needs.
- Serve as a research consultant and resource person to staff regarding all aspects of second language acquisition and related programs and activities.
- Initiate and coordinate federal, state and private categorical programs and grants related to EL; complete required documentation for programs and grants; design and maintain budget accounting procedures to monitor related expenditures; monitor activities to assure compliance with regulations.
- Direct the District English Language Advisory Committee (DELAC).
- Develop and implement education programs for parents and preschool siblings of EL students; coordinate the services of and professional development for bilingual School/Community Outreach Liaisons and other classified staff who interface with second language parents.
- Visit classrooms to assist in evaluation of staff and instructional programs.
- Research, develop, write and present proposals/reports at leadership meetings and to the Board of Education; develop and recommend Board Policies.
- Maintain a liaison between the district and various county, state and federal agencies that work with EL students and their families; represent the District and serve as advisor at county meetings.
- Perform other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Current research principles and practices in English Language Development; staff development techniques and principles; basic budget preparation and control; grant development and coordination.

**Ability to:**

Plan, organize and direct complex curriculum and staff development programs; write grants; communicate effectively both orally and in writing (bilingual communication skills preferred), including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

**Experience:**

Minimum of three years experience that has provided the applicant with the knowledge and abilities listed above.

**Education:**

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

**Physical Performance Requirements:**

Frequent sitting much of the time with some standing, walking, sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

**Licenses/Credentials:**

Valid California teaching credential, administrative credential, and CLAD/BCLAD or equivalent; possession of a valid California driver's license.

Board Approved: November 9, 2010

Revised: 5/3/11