

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: English Learner Program Coordinator

DEPARTMENT: Educational Services

POSITION SUMMARY: Under the general supervision of the Director of Continuous Improvement, State and Federal Programs, the English Learner Program Coordinator is responsible for assisting in planning, coordinating, implementing, and evaluating the K-12 English Learner Curricular Programs and coordinating training and staff development activities related to continuous improvement for English Learners. Serves as an educational leader in the District, with primary responsibility for the English Learner Programs.

ESSENTIAL FUNCTIONS:

1. Provides leadership in planning, coordinating, implementing, and evaluating the K-12 English Learner Programs at the District and with individual school sites.
2. Coordinates testing for-English Proficiency identification and completion of necessary documentation.
3. Provides leadership for the development, implementation, and evaluation of appropriate assessments for measuring the progress of English Learner students toward the acquisition of English and for the purpose of evaluating program effectiveness.
4. Provides leadership and supports process of CALPADS Data entry and corrections related to English Learners to ensure accuracy.
5. Provides leadership for planning, coordinating, and facilitating the activities of the District English Learner Advisory Committee (DELAC).
6. Provides direction to instructional staff with EL program development within individual schools.
7. Provides direction for, plans, coordinates, and facilitates the District's EL Steering Committee and provides leadership in the selection of instructional materials for English Learner Programs.
8. Performs other related duties as assigned by the Director of Assessment and Accountability and Director of Continuous Improvement, State and Federal Programs related to English Learner Programs and Services.
9. Demonstrate an understanding of and supports implementation of CA ELD Standards and frameworks for TK-12.
10. Provides direction and assists in leading, managing and delivering the implementation of a comprehensive professional development program for certificated staff in English Language Development.
11. Assists in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning.
12. Provides coaching, training, lesson modeling and support to teachers of English Learners in K-12 grade levels.
13. Provides direction and advises staff on appropriate identification and placement of students who have a home language other than English.
14. Works with LTEL counselor, site counselors, and site administration to direct and advise appropriate programs and services for English Learners.

15. Maintain professional competence through on-going professional development and training in areas related to the position and its responsibilities and assist in providing leadership in determining program direction and improvement to curriculum, instruction and assessment including the use of technology.
16. Assists in analyzing training, coaching, and identifying instructional needs to develop new programs or modify and improve existing programs in grades K-12 English Language Development.
17. Function as a resource for Staff Development in all curriculum areas including current California Standards and instructional technology for all certificated staff related to English Language Development.
18. Develop and carry out long and short-term plans, programs, and activities to support the implementation of English Language Development curriculum and instructional programs with minimal supervision.
19. Serve on District level committees to represent and report on English Learner Programs and other staff development programs as appropriate.
20. Provide presentations, trainings, seminars, grade/subject alike meetings and workshops during District staff development days, including but not limited to preservice days, Early Release Monday (ERM) time, and at other professional development opportunities.
21. Supervise and evaluate certificated and classified staff as assigned.
22. Establish and maintain cooperative working relationships with those contacted during the course of work.
23. Maintain confidentiality on issues concerning programs with staff.
24. Maintain regular and prompt attendance in the work-place.
25. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A valid California Teaching Credential with BCLAD, or CLAD, or equivalent certification and Master's Degree is required. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of education, including a minimum of five-years teaching experience is required. Successful experience implementing an EL program and services. Administrative experience in a school setting is preferred. Experience with and knowledge of the California standards for English Language Development and frameworks for K-12 is required. Experience with program evaluation and data collection preferred. A valid California Driver's License is required; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Comprehensive knowledge of and experience with effective presentation strategies.
2. Knowledge and experience in implementing research-based English Learner instructional strategies and practices.
3. Knowledge of applicable State and Federal regulations pertaining to EL students and programs.
4. Ability to provide leadership to District and Community committees/employees.
5. Communicate and collaborate effectively with diverse groups and audiences.

6. Ability to assist teachers in identifying and effectively using appropriate programs, materials, and instructional strategies to support English Learner students.
7. Demonstrated competence in the California Standards for the Teaching Profession (CSTP).
8. Ability to collect and analyze data for evaluation and improvement of instructional practices and professional development programs.
9. Ability to analyze situations accurately and adopt effective course of actions.
10. Ability to lead others effectively.
11. Ability to communicate effectively both orally and in writing in English and Spanish.
12. Ability to integrate current technology into work and job functions.
13. Ability to effectively coach certificated staff.
14. Work independently with minimal supervision.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the English Learner Coordinator must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: 49 LME Salary Schedule

DAYS OF SERVICE: 225

ADOPTED: TUSD 4/24/18