

# MORGAN HILL UNIFIED SCHOOL DISTRICT

## Job Description

### **POSITION TITLE: Coordinator of Equity Programs**

**GENERAL DESCRIPTION:** Under the direction of the Assistant Superintendent of Educational Services or designee, the Coordinator of Equity Programs is responsible for the development, implementation, and evaluation of the district's English Language Development programs and Migrant education, which may include before and after school and summer school learning, and serving as liaison with other appropriate programs. Coordinates district parent engagement activities, prepares and conducts parent trainings with different stakeholders, maintains the parent engagement calendar and web page.

### **DUTIES AND RESPONSIBILITIES:**

1. General
  - a. Coordinates state and federally-funded programs including Migrant Education, English Language Development (ELD) program, State Preschool, before and after school programs, summer programs, and dual-immersion programs.
  - b. Provides collaborative leadership regarding relationships, resources, and services for accelerating English proficiency and academic achievement of English Language Learners (ELL).
  - c. Researches and develops local, state, and federal educational resources, initiatives, and interactions related to ELD and ELL.
  - d. Identifies and supports model programs and best practices in ELD/ELL curriculum, instruction, assessment, and supplemental materials.
  - e. Develops and provides formal and informal professional development materials, training, technical assistance, coaching, and instructional support for teachers and administrators of English learners.
  - f. Supervises CELDT testing, including site training, administration, unofficial scoring and data input.
  - g. Monitors state and federally funded programs by complying with required processes and reports.
  - h. Prepares an annual report on the progress of Migrant and English Learner students in the district.
  - i. Monitors, corrects, and maintains accurate ELL data in student information system for CALPADS reporting.
  - j. Assists in ELAC trainings, ELAC parent recruitment at the sites, and DELAC representation for all sites. Monitors ELAC and DELAC agendas, minutes, and attendance.
  - k. Conducts parent training for initial identification, ELD placement, and reclassification criteria.
  - l. Organizes, monitors, and supports sites with the reclassification process, including the coordinating of benchmark celebrations
  - m. Organizes, monitors, and supports sites RFEP monitoring cycles.
  - n. Organizes, develops agendas, and facilitates EL Master plan implementation meetings.
  - o. Follows up on action items from the EL Master Plan implementation meetings.
  - p. Supports schools exploring language programs such as structured English Immersion, Dual Language Programs, Bilingual/Biliteracy programs and promotes multilingualism across

schools.

- q. Assists in the ELD program monitoring to ensure that English Learners are advancing at least one proficiency level a year, are reaching proficiency status, and are reclassified in a timely manner.
- r. Assists in the ELL initial placement and assists sites in coordinating intervention programs, including during-the-day, before and after school, and summer.
- s. Coordinates parent engagement trainings and workshops.
- t. Maintains the parent engagement district calendar and web page.
- u. Coordinates, develops agendas, and facilitates community liaisons monthly trainings.
- v. Tracks and maintains data in regards to parent participation at each site.
- w. All other duties as assigned.

2. Curriculum

- a. Oversees the evaluation of programs associated with this position.
- b. Coordinates all English Language Development (ELD) activities including, but not limited to, legal compliance, curriculum assessments and professional development.

3. Community Relations

- a. Develops methods of disseminating information regarding the importance of regular school attendance and family law to parents, pupils and school staff.
- b. Maintains effective working relationships with various public and private agencies.
- c. Responds to concerns and questions from community members in a timely and professional manner.
- d. Participates in community affairs as appropriate.
- e. Coordinates productive meetings among stakeholders.

4. Finance

- a. Prepares mandated state and federal reports and Board of Education reports within the areas of responsibility.
- c. Works closely with Assistant Superintendent of Educational Services or designee to ensure programs follow allocated budgetary guidelines.

5. Personnel

- a. Participates in the personnel selection process when appropriate.
- b. Administers district policies and contract provisions.
- c. Promotes and maintains a professional attitude among staff.
- d. Recommends employment of staff on extra-duty contracts to support school programs.
- e. Supervises and evaluates assigned certificated and classified staff.

6. Professional Obligations

- a. Keeps abreast of professional literature and recent research findings in education and employs such information in District programs.

- b. Participates on District and professional committees.
- c. Represents the District on other decision-making bodies when appropriate.
- d. Works closely and cooperatively with other District administrators as a team member of the District management group.

7. Education/Experience

- a. Valid California Administrative Services Credential (or eligibility certificate).
- b. Master's degree or higher from an accredited institution of higher education.
- c. Experience in the supervision and evaluation of employees.
- d. Bilingual/Biliterate in Spanish required; multi-lingual preferred.
- e. At least five (5) years' successful experience in education, with increasing leadership responsibilities.
- f. Three (3) years' successful experience with bilingual, ELD, or Migrant programs and/or educational leadership in a closely related field.
- g. Extensive experience providing professional development for ELD and dual-immersion.

8. Working Conditions

Environmental Conditions

- a. Primarily indoor working environment: office, classrooms, school sites.
- b. Emotional and physical stamina necessary to maintain a rigorous workschedule.
- c. Ability to drive to school sites.
- d. Ability to work a flexible work week as the position may require Saturdays and evening work.
- e. Ability to attend professional development or conferences outside MHUSD.

Physical Demands

- a. Sitting or standing for extended periods of time.
- b. Seeing, hearing and speaking to exchange information.
- c. Lifting, carrying, pushing or pulling as assigned by position.
- d. Dexterity of hands and fingers.
- e. Moderate high stress level.

Hazards

- a. Exposure to and contact with blood and other body fluids; exposure to communicable diseases.
- b. All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented.

9. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.