

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, English Learner Services**

**Purpose Statement**

The job of Coordinator, English Learner Services, is done for the purpose/s of coordinating the research, development, implementation and assessment of professional learning, instructional guidance, tools and resources related to a specific content area, that supports schools and districts to implement high quality, standards-based teaching and learning for English learners.

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**Essential Functions**

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining quality services and/or programs for English learners.
- Coordinates and oversees the development of written reports, guidance, tools, and curriculum resources for the purpose of conveying information required to support quality instruction for language learners.
- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting district and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. budgetary, professional learning, grants, guides and resources, etc.) for the purpose of providing up-to-date reference, data and demographic information and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in and leads meetings, workshops, trainings, and seminars (e.g. supporting school districts, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for the purpose of providing students with access to core instruction with focus on long-term English learners in compliance with district and/or grant/program requirements.
- Presents information to school districts and SDCOE (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting programs, gaining feedback and complying with established internal controls.
- Provides leadership, consultation and technical assistance to districts and schools for the purpose of facilitating effective program design and implementation for English learners.
- Researches, writes and presents grant information for the purpose of securing alternative funding and engaging in innovative instructional practices and learning opportunities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying assessment instruments; classifying data and/or information; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; issues relating to at-risk youth; assessment instruments and techniques; business telephone etiquette; codes/laws/rules/regulations/policies; and methods of first/second language instruction.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

### **Equivalency:**

#### **Required Testing**

#### **Certificates**

Administrators Credential

Driver's License & Evidence of  
Insurability  
Teaching Credential with authorization to  
teach English learners

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
Proof of physical examination including TB  
Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 45

**SLT Approval Date:** October 11, 2016