ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

JOB DESCRIPTION

Title:	Coordinator of English Language Development and Title I Programs	Reports To:	Director of Teaching and Learning
Department:	Educational Services	Bargaining Unit:	☐ CSEA 860 ☐ CSEA 27 ☐ Confidential ☐ AEA ☒ Management ☐ Unrepresented
Hours:	Full-time	No. of Work Days:	225 Days
FSLA Classification:	☒ Exempt ☐ Non Exempt	Type:	☐ Reclassification ☒ Update of job description ☐ New job description
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Principal/Assistant Principal ☐ Certificated District Office Management ☐ Classified District Office Management ☒ Certificated Coordinator ☐ Classified Coordinator ☐ Occupational Therapist ☐ Psychologist/Behavioral Specialist ☐ Confidential ☐ CSEA 27 ☐ CSEA 860		

GENERAL SUMMARY OF DUTIES

Under the direction of the Director of Teaching and Learning, the Coordinator of EL and Title 1 Program manages programs for English learners, EL district wide assessment and professional development for district ELD practitioners. The ELD Coordinator also collaborates with the Coordinator of Compliance and Innovation to complete state and federal compliance reports.

DUTIES OF THE JOB

- Guides the district effort to close the achievement and access gap for EL students
- Leads the implementation of English Learner Master Plan and Title III Master Plan
- Manages services to English Learners (ELs) and directs EL staff assigned to school sites
- Collaborates with Director of Teaching and Learning on the completion of the Local Control And Accountability Plan (LCAP)
- Assists in hiring, supervising and assignment of ELD teachers and paraprofessionals throughout the District
- Organizes, promotes, and conducts the District English Learner Advisory Committee (DELAC) for family members of ELs to advise them on programs and services for ELs, working with multiple stakeholders to maximize participation and input

- Ensures English Learner Advisory Committee (ELAC) meetings that support discussions among EL family members who speak multiple languages
- Oversees the implementation including paraprofessional development for staff of EL Program options
- Collaborates with site staff regarding Student Study Team (SST) meetings to advise and make recommendations for ELs and Title I students, including decisions about Promotion, Acceleration, Retention, and Intervention (PARI) and learning interventions
- Organizes and directs staff development to ensure appropriate academic services to ELs and Title I students are administered and implemented at all school sites
- Oversees training of staff for conducting CELDT assessments during the July 1 to October 31 annual assessment test window
- Oversees August Test Center for CELDT and primary language assessment of new students with a language other than English for the purpose of determining appropriate placement within district programs
- Ensures initial and annual assessments of ELs are administered at assigned school site(s) throughout the year using the California English Language Development Test (CELDT)
- Ensures legal administration of CELDT to students from all elementary, middle, and high school sites
- Oversees placement of ELs into appropriate SDAIE, ELD, and mainstream classrooms
- Monitors progress of ELs and re-designated (R-FEP) students according to District/State guidelines and regulations as well as Board policies
- Facilitates notification of all parents/guardians of ELs of State testing (CELDT and CST) results of their children and of recommended academic programs for them
- Reviews documents and supervises re-designation/reclassification of ELs
- Monitors the re-designation process and 2-year follow-up with R-FEPs at sites
- Collaborates with Coordinator of Compliance and Innovation on the completion of the Consolidated Application process
- Collaborates with colleagues and implementation of the LCAP sections related to the performance of EL students on professional development needs
- Coordinates translation services and manages interpretation providers
- Participates in monthly ACOE ELD Forum Meetings
- Provides professional development in legal issues in ELD
- Maintains records and monitors EL programs for state and federal compliance
- Design and implement summer school for EL students
- Reports to Board of Education as needed to provide a comprehensive overview of ELD programs and progress
- Other duties as assigned appropriate to this job description

EDUCATION AND EXPERIENCE

- Valid California Teaching Credential
- Valid Administrative Services Credential (or certificate of eligibility)

- Five (5) or more years' experience in K-12 EL program environment with a focus on program delivery model, effective instructional methodology and legal requirements of services and increased performance of English Language Learners and students served in categorical programs
- Teaching experience required
- Administrative experience required

PHYSICAL REQUIREMENTS

Frequency Key: None (1); Occasional - up to 25% of shift (2); intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

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