DELAC Officer RESPONSIBILITIES

NLM

Norwalk-La Mirada Unified School District	
DELAC Purpose: to lend direction and advice on issues and concerns regarding the educational program for English Language Learners. Some areas of focus include: student achievement (academic, ESL/ELD instruction, cultural sensitivity and positive self-esteem), District, State and Federal compliance.	
Position:	**Responsibilities:**
President	• Facilitates DELAC meetings • Meets with the Administrator/Coordinator to create the agendas • Coordinates the efforts of the membership and officers
Vice-President	• Supports the efforts of the President • Assumes the responsibilities of the President when the President is absent
Secretary	• Supports the efforts of the President • Records and reports the minutes for all DELAC meetings

Parliamentarian/s	• Provides support to the President and DELAC by:
	  ○ Attending to refreshments for the meetings
	  ○ Helping with other tasks as needed

School Representative	• Attends monthly meetings at the district and represents the interests of their own school • Reports back to the school site ELAC and shares information from DELAC