

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**TITLE:** Coordinator III, Language Acquisition

**CLASSIFICATION:** Certificated

**REPORTS TO:** Assistant Superintendent, Teaching and Learning

**JOB DESCRIPTION:**

Under the direction of the Assistant Superintendent, Teaching and Learning, the Language Acquisition Coordinator is an instructional leader with primary responsibility for providing leadership and direction for TK-12 districtwide services to further support and provide resources to students who are English Learners. This individual is an experienced educator who is knowledgeable about student performance and programs, funding regulations affecting curricular programs, assessments, and resources to assist the District in closing the student opportunity/achievement gap. This individual is skilled in creating and sustaining systems that provide multiple educational pathways. The position works collaboratively with site and District personnel to achieve the District Organizational Goals.

**PERFORMANCE RESPONSIBILITIES:**

Duties and responsibilities may include, but are not limited to, the following:

- Communicates and implements the vision of English Language Development (ELD) and Dual Language Immersion (DLI) to school personnel.
- Collaborates with other District Divisions and Departments to develop, restructure and/or implement effective models for delivering services and to plan, coordinate, implement and/or monitor appropriate programs developed for English Learners.
- Provides support in the planning, organizing, and coordinating curriculum and related ELD and DLI instructional programs to promote vertical and horizontal curriculum articulation at both the elementary and secondary levels including during summer session.
- Provides leadership and works collaboratively with site and District personnel in the selection and adoption of standards-aligned instructional materials to support ELD and DLI.
- Promotes equity by facilitating professional development on the integration of culturally responsive pedagogy, equity and diversity into teaching practices and methodologies to address the needs of culturally and linguistically diverse learners.
- Prepares and maintains a variety of narrative, statistical, and evaluative reports, records, and files related to assigned programs and personnel including those mandated by the District, County, State or Federal Government.
- Oversees the Seal of Biliteracy recognition program.
- Coordinate the planning and investigation for the possible implementation of an International Baccalaureate (IB) program delivery in the District.
- Leverages data to provide insights that drive decision-making and changes in practice to support the needs of unduplicated students (EL, SED, Foster/Kinship).
- Assists in the facilitation, coordination, and delivery of professional development activities for certificated and classified personnel.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

- Assists with the development, allocation, and monitoring of the budgets for assigned programs.
- Provide for proper record-keeping to meet audit requirements and program requirements.
- Attends and conducts a variety of meetings and represents the Teaching and Learning Division at assigned meetings, events, and District committees.
- Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

State and Federal funding sources for educational programs  
 Applicable educational laws, codes, regulations, policies, and procedures  
 Principles and practices of effective supervision, evaluation, and training  
 English language learner programs and respective Federal and State guidelines and mandates  
 State and District curriculum, standards, frameworks and programs  
 Language acquisition and dual language immersion programs

Ability to:

Facilitate and organize committees, in-services, and professional development activities  
 Communicate effectively orally and in writing  
 Establish and maintain effective working relationships with others  
 Operate a computer and assigned office equipment  
 Train, supervise, and evaluate assigned staff  
 Meet timelines and works independently with little direction  
 Analyze situations accurately and adopt an effective course of action  
 Drive a car

**EDUCATION AND EXPERIENCE:**

Bachelor’s Degree, Administrative Services Credential, and a combination of at least five years successful TK-12 teaching and increasingly responsible supervisory experience is required.  
 Master’s Degree desirable.

**TERMS OF EMPLOYMENT:**

215 days, Management Salary Schedule

**BOARD APPROVED:**

June 25, 2019