

<b>Job Title:</b>	<b>English Learners (EL) Coordinator (TOSA)</b>		
<b>Position Type:</b>	Full Time	<b>Days/Hours:</b>	M-F/ 8:00am-4:00pm
<b>Annual Benefits?</b>	\$12,621.16	<b>Work Year:</b>	185 days (continuous employment)
<b>Driver License Required?</b>	Yes	<b>Degree Required?</b>	Bachelor's degree
<b>Salary Range:</b>	\$78,842-\$111,902	<b>Job Category:</b>	Certificated
<b>HR Contact:</b>	Mercedes Henderson	<b>Location:</b>	Hayward Center
<b>Contact Telephone:</b>	510-293-2916	<b>Date posted:</b>	March 31, 2025
<b>Website:</b>	www.edenrop.org	<b>Posting Expires:</b>	April 18, 2025 at 11:59am

**YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.**

<https://www.edenrop.org/careers>

**Fax/Email:**

(510) 293-8225/mhenderson@edenrop.org

**Attention:**

Mercedes Henderson, Human Resources Administrator

**Mail:**

Mercedes Henderson, Human Resources Administrator  
Eden Area Regional Occupational Program  
26316 Hesperian Blvd., Hayward, CA 94545

**Job Description**

**Purpose:**

The English Learners (EL) Coordinator supports the implementation of the K12 Strong Workforce Program Grant: Health and Business for English Learners (HB4EL) July 1, 2025 – June 30, 2027. The EAROP EL TOSA will increase English Learner student exposure to CTE, support increasing EL enrollment in CTE (specifically Health and Business Sectors), and support building the institutional capacity of our consortium, in collaboration with Chabot College, to create EL specific K14 Pathway Maps with a focus on Long Term English Learners and Newcomers. This includes training CTE Instructors on EL instructional best practices, coordinating grant related activities and collecting, monitoring and evaluating data.

**Duties and Responsibilities:**

- Create a community of practice for partner district and Chabot College English Learner coordination staff
- Support the coordination of fields trips, Sector Days, and Work Based Learning opportunities for middle school and high school EL students
- Coordinate and provide Shadow Day opportunities for 8<sup>th</sup> and 9<sup>th</sup> grade students in ELD courses in Health and Business Sector Pathways
- Provide EL students at K12 sites with ELD class presentations on CTE, K14 Pathway Maps, and Health and Business Sector pathways.
- Provide PD for K12 Counselors on CTE access points for EL students at different classification levels
- Develop PD workshops to support EL/CTE instructional strategies
- Lead quarterly meetings between K12 and Chabot EL/ESL staff
- Coordinate K12 Health Sector Pathways and Chabot EL/Healthcare grant activities
- Coordinate the development and dissemination of information in EL student and family home languages including family information events
- Coordinate EL specific and culturally responsive WBL for EL students at K12 sites
- Monitor and evaluate enrollment and completion data
- Monitor deliverables and compliance in accordance with the Bay Area Community College Consortium (BACCC) and the Eden Area ROP Educational Services Department
- Develop effective relationships with staff and district partners to ensure the success of programs
- Represent the Eden Area ROP and partner districts interests at Bay Area Community College Consortium bi-weekly meetings
- Visit sites and classrooms related to grant goals and objectives
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Communicates regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Monitor and review legal requirements and compliance related to programs and districts
- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations, and site visitations
- Present concepts, status, and information to a variety of groups (e.g. funding requests, grant applications etc.) for the purpose of gaining the required administrative approval

- Responsible for classroom backup/coverage when necessary

#### Knowledge:

- English Learner pedagogy and best practices
- Career Technical Education
- Public school curriculum
- Community organizations
- Public and private funding sources
- Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies
- Operational and instructional principles of CTE/adult programs including work-based learning

#### Abilities:

- Demonstrate positive leadership and management skills
- Effective communication with students, staff and community
- Collaborate and maintain effective working relationships with self-directed decision-making ability
- Provide strong leadership with high personal/professional integrity
- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce

#### Education/Experience:

- Bachelor's degree
- Five (5) years' experience in a public school environment, with proven English Learner expertise
- Successful teaching and leadership experience, ROP experience with similar structure and demographics desired

#### Certifications/Credentials:

- Basic Driver License
- Valid CA Teacher Credential

#### Additional Requirements:

- Private transportation

#### Overview of AB 2534

**Assembly Bill (AB) 2534** is a California law that strengthens compliance with educational policies related to employment procedures and educator evaluations. It ensures that school districts uphold transparency and accountability in hiring, evaluations, and personnel processes.

This law applies to certificated administrators, instructors, and other certificated staff and requires specific reporting, documentation, and procedural adherence to state-mandated regulations.

At the Eden Area Regional Occupational Program (EAROP), we are committed to implementing the necessary policies and procedures to ensure full compliance with AB 2534.

#### Employment History & Hiring Requirement

Effective January 1, 2025, and in accordance with California Education Code Section 44939.5 (amended by AB 2534), all applicants for certificated positions at EAROP are legally required to provide a complete and accurate record of all prior employment with:

- Local Education Agencies (LEAs)
- Regional Occupational Centers/Programs (ROC/Ps)
- School Districts
- County Offices of Education
- Charter Schools
- State Special Schools
- Other educational institutions, regardless of the length of service

As part of the hiring process, EAROP will verify employment history, including obtaining information from previous employers regarding credible allegations, investigations, or disciplinary actions related to egregious misconduct, as defined by Education Code Section 44932.

This requirement ensures that all prospective certificated employees meet state-mandated transparency and accountability standards in the hiring process.

#### Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office

#### The EAROP Core Values

Equitable Accessible Restorative Outcomes Professional