# COORDINATOR OF ENGLISH LANGUAGE DEVELOPMENT AND ACCOUNTABILITY

## Purpose Statement

The Coordinator of English Language Development and Accountability is for the purpose of coordinating and overseeing implementation of effective and compliant state and federal systems to improve and enhance educational programs and increase student achievement and coordinate English Language Development. Additionally this position would also supervise and complete the Federal Program Monitoring (FPM), Local Control and Accountability Plan (LCAP), and Consolidated Application and Reporting System (CARS) process.

## Essential Functions

- Coordinates all federally and state controlled categorical programs to ensure compliance with state and federal laws relating to educational planning and accountability
- Supervises the coordination and compliance of grants management processing for funder submission, Board of Education approvals, and use of funds
- Coordinates District-level programs and activities to ensure and document compliance with federal mandates
- Keeps abreast of the laws, regulations and legislation that impact the District's assigned programs including but not limited to: ESSA - Title I, Title II, Title III, Title IV, Title V, and Categorical Program Monitoring
- Coordinates and provide training to school site and central office personnel on categorical program requirements and mandates
- Audits all categorical revenue, budget, and expenditure requests to ensure compliance aligns with state and federal guidelines
- Collaborates with the sites to ensure Single Plans for Student Achievement are compliant and aligned with state and federal mandates
- Collaborates with sites to ensure that the compositions of school site councils are compliant as specified in the California Education Code
- Prepares Title I Comparability Demonstrations and Computations and report the District's status to the California Department of Education
- Coordinates and audits categorically-funded employee time accounting and time certifications ensuring that time spent by employees on categorical programs are properly documented and aligned with state and federal mandates
- Collaborates with the Fiscal Services Department to ensure properly calculated Parts I and II of the Consolidated Application for Funding Categorical Aid Programs
- Presents the Consolidated Application for Funding Categorical Aid Programs (Parts I and II) to the District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC) to obtain approval for submission to the California Department of Education
- Prepares the financial reports for the District's School Accountability Report Card (SARC's)
- Coordinates, supervises, and evaluates the performance and duties of assigned staff
- Prepares compliance reports and reviews of findings to present to District leadership
- Supervises the setup and coordination of the Summer School Programs
- Coordinates and supervises English Language Development programs
- Provides support and coaching for English Development teachers and staff
- Other related duties as assigned

**Job Requirements & Skills**
KNOWLEDGE of California State Education Codes requiring district accountability, mandated state and federal laws and regulations pertaining to compliance of state and federal education programs, District education initiatives, programs, and policies, California State Education Codes and federal education regulations pertaining to student achievement, standardized assessment, student promotion and retention, adopted curriculum, and Principles and practices of administration, evaluation and supervision, English Language Development and associated instructional strategies, and Two-Way Language Immersion Programs.

ABILITY to interpret, explain and apply rules, regulations, policies and procedures regarding educational compliance, interpret, maintain current knowledge of applicable provision of applicable state, federal, and district laws regarding educational compliance, interpret, maintain, coordinate and monitor state and federal educational compliance programs, coordinate complex state and federal compliance activities, work independently as well as collaboratively within a team environment, use appropriate interpersonal styles and communicate effectively both orally and in writing with all organizational levels, maintain confidentiality related to student, personnel, budget and other program information, make presentations and conduct training relative to state and federal compliance, establish and maintain cooperative and effective working relationships with others, coach and support teacher in a variety of instructional strategies and settings including English Language Development, and supervise and evaluate the performance of assigned staff.

## Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

## Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience**
Minimum of six years classroom teaching experience
English Language Development Experience
Extensive experience with computer data systems in and Educational setting

**Education**
Minimum of a Bachelor's Degree
Masters Preferred

**Required Testing**
Successful Completion of Pre-Employment Process

**Additional Qualifications**
Ability to travel to other sites/locations

**Continuing Education/ Training**
Training attendance at workshops as appropriate

**Certificates & Licenses**
Valid Driver's License
Valid California Administrative Services Credential
CLAD or BCLAD Credential

**Clearances**
DOJ/FBI Fingerprint Clearance
TB Clearance

**Supervision**
Deputy Superintendent Chief Learning Officer

**Salary Grade**
Range 6 – Certificated Management Salary Schedule

**Work Year**
220 Days – Positive Work Year Calendar