



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: **English Language Development Coordinator II**

PRIMARY FUNCTIONS

Under the direction of the Director of State and Federal Compliance, the English Language Development Coordinator assists with District programs related to the development of English skills in compliance with the District, State, and Federal requirements. The overall functions of this job revolve around enhancing services and educational content for students while aligning with the District's broader objectives and plans.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Provides direction and advises staff on appropriate identification and placement of students who have a home language other than English.

Coordinates testing for English Proficiency Identification and completion of necessary documentation.

Provides leadership and supports the process of CALPADS Data entry and corrections related to English Learners to ensure accuracy.

Provides leadership for the development, implementation, and evaluations of appropriate assessments for measuring the progress of English Learner students toward the acquisition of English and to evaluate the program's effectiveness.

Demonstrate an understanding of and support the implementation of CA ELD Standards and frameworks for TK-12th grades.

Assist with the planning, organization, and administration of English language development activities and services, including but not limited to, curriculum and instructional programs for second language learners while following Board Policies and regulations.

Support site administrators and staff to insure District wide articulation and coordination of English language development activities.

Provides direction to instructional staff with EL program development within individual schools.

Provides direction and assists in leading, managing, and delivering the implementation of a comprehensive professional development program for certificated staff in English Language Development.

Function as a resource for Staff Development in all curriculum areas including current California Standards and instructional technology for all certificated staff related to English Language Development.

Provide presentations, training, seminars, grade/subject-alike meetings, and workshops during District staff development days, including but not limited to preservice days, and other professional development opportunities.

Serve on District level committees to represent and report on English Learner Programs and other staff development programs as appropriate.

Supervise and direct staff and parent advisory committees designed for curriculum development, instructional improvement, and program requirements in English language development related areas.

Work with professional organizations, institutions and other agencies at the local, state, and national levels.

Assist in the development, maintenance, and monitoring of budgets for assigned areas.

Adhere to state and federal regulations, Board policies and related Administrative Regulations.

Create strategic plans that synchronize with the District's goals. These plans should focus on enhancing educational services and content to benefit students.

Collaborate closely with site administrators and teachers to understand their needs, gather feedback, and ensure that educational programs and content align with their requirements.

Provide support to educational programs by offering resources, guidance, and expertise to both administrators and teachers.

Utilize data analysis to inform decision-making processes. This includes analyzing student performance data, identifying trends, and using insights to improve educational services and content.

Continue improvement by evaluating existing programs and content, identifying areas for enhancement, and implementing changes as necessary to ensure the best possible outcomes for students.

Engage with various stakeholders, including teachers, administrators, parents, and possibly students themselves, to foster collaboration and gather input on improving educational services and content.

Ensure compliance with educational standards and regulations, incorporating them into plans and programs to ensure that students receive a high-quality education that meets established benchmarks.

Maintain a depth of knowledge for upcoming educational trends, best practices, and emerging technologies to continually enhance skills and knowledge, which can then be applied to improve educational content for students.

Ensure that programs and strategies are effectively implemented and that instruction is of high quality.

The Coordinator of English Language Development is responsible to the Assistant Superintendent of Educational Services.

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Theory, research and legal requirements pertaining to second language learner's education.
- Specific ELD, sheltered and Native Language instructional strategies and structures.
- Curriculum framework documents, standards, and assessment procedures.
- Research-based instructional practices.
- Local policies and objectives of assigned program activities.
- Strategies and technologies to design and implement a staff development program.
- Effective oral, written, and visual communication skills.
- Effective guidance procedures concerning educational applications.
- Operation of personal computers and software in an educational setting.

ABILITY TO:

- Perform a variety of complex tasks; work independently with little direction
- Organize and supervise staff; train, and provide guidance and direction to assigned personnel
- Prepare and maintain accurate and timely records and reports
- Follow written and oral directions; meet schedules and timelines

EDUCATION AND EXPERIENCE

Appropriate California Teaching Credential with English Learner authorization and Administrative Service Credential as required by the California Commission on Teacher Credentialing.

At least three (3) years of school site or District level administrative experience.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this position will be required to work indoors in a standard classroom and office environment consisting of, but not limited to, low tables, desks, chairs, backless chairs, playground toys and equipment; supervise staff and student activities indoors and outdoors in varying degrees of temperatures; travel by motor vehicle; and come in direct contact with students, parents, MCSD/district staff and public.

PHYSICAL ABILITIES: Employees in this position must have the ability to:

See and read a computer screen and printed matter with or without vision aids.

Hear and understand speech at normal levels with or without hearing aids.

Speak so that others may understand at normal levels.

Repetitiously enter data into a personal computer, operate standard office equipment and dial a telephone.

Operates a motor vehicle.

This position complies with the rules and regulations of the American with Disabilities Act (ADA).