ENGLISH LANGUAGE DEVELOPMENT COORDINATOR

Purpose Statement

The English Language Development (ELD) Coordinator(s) at each site coordinates the assessment of English language proficiency (speaking, reading and writing) of non-English speaking and limited English speaking students for the purpose of placement and/or re-designation.

The ELD coordinator assists the school administration in planning and implementing instruction in English Language Development to students designated as qualified for services. The ELD coordinator provides instruction for English language development to students designated as qualified for services. The ELD coordinator maintains school level records and completes reporting required by the state in order to maintain compliance with regulations related to second language learners.

Degree of Supervision:

The English Language Development Coordinator is under the general supervision of the principal. Day to day supervision and support is provided by the site administration. Evaluations will be performed by the principal on a timeline in accordance with the collective bargaining agreement.

Essential Functions

- Assessment and accountability for English Language Learner program
  - Administers tests to students orally and in writing both in English and the Primary language in the skills areas of reading, writing, speaking and listening;
  - Administers and supervises others in the administration of assessments to students orally and in writing both in English and the primary language in the skills areas of reading, writing, speaking and listening;
  - Scores tests, determines English proficiency levels and records results;
  - Maintains student records and files;
  - Communicates with parents regarding student's placement in the program, parent meetings, and re-designation;
  - Creates reports as required for compliance with ELD guidelines.
- Plans and Implements Direct Instruction to students
  - Plans lessons for small group and individual instruction based on the English Language Development standards;
  - Assists other staff in providing English Language Development instruction
  - Reads to students, explains vocabulary, rephrases materials and provides Perform Clerical Duties to concrete examples to facilitate English language learning;
  - Prepares teaching materials and learning activities;
  - Distributes and collects learning package materials;
  - Maintains discipline;
- Perform Clerical Duties to Support Instruction
  - Orders materials for the ELD program;
  - Takes attendance;
  - Uses a computer to create instructional materials;

Other Functions

- Monitors and assists students with computer instruction and activities.
- Creates bulletin board displays.
- Runs multiple copies of materials using a variety of duplication methods.
- Collects and assembles catalogues and distributes resource materials.
- Operates audio-visual equipment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS

Use correct grammar when speaking; Speak clearly and distinctly; Use standard office machines to create and duplicate instructional materials; Use computer to perform basic work processing and data base functions; and Understand and carry out oral and written instructions.

KNOWLEDGE

ELD standards; Stages of language development; Goals and purpose of the ELD program

ABILITY

Create an environment that motivates students and manages behavior; Learn how to administer and score tests that assesses English language levels; Maintain confidentiality; Create reports from raw data; and Maintain cooperative and effective working relations with children and adults.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels. **Occasionally**, they may work outdoors with a group of students.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to**: work sitting at a desk or table; see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; operate computers and other office equipment.

The employee **frequently may be required to** climb stairs, lift objects of 20 pounds in weight, and carry objects of 20 pounds in weight.

Education and Experience:

Possess valid California Multiple Subject Teaching Credential
Appropriate certification to teach English Learners (CLAD or BCLAD, SB 395 or SB1969 certificate)

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Education/Training

Training and attendance at workshops as appropriate.

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

Language: Bilingual Spanish Preferred