Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**COORDINATOR: SECOND LANGUAGE EDUCATIONAL PROGRAM**
Department:	Administrative Office
Reports to:	Director of Educational Services

SUMMARY:

Under the supervision and administrative direction of the Director of Educational Services, the Coordinator of Second Language Educational Program will organize and support the district's English Language Development Program in order to improve student achievement through rigorous, innovative learning aligned to the district and school goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate program components, professional development, support needs, and materials for the Western Placer Unified School District EL Master Plan.
- Researches and reports on program goals by designing systems to evaluate and measure student outcomes.
- Coordinate second language development training, including supporting principals with creating and organizing English Learner PD and school wide systems based on EL data needs.
- Coordinate ELD TK-12 and ELA curriculum adoption, support, professional development and implementation.
- Develop language objective resources, aligned with core curriculum to support all levels of English language learners across all subject areas.
- Manages and oversees the Dual Language Immersion program.
- Coordinates and supports the World Language program development.
- Provide integrated and designated instructional leadership, curriculum development, and professional development to site personnel regarding expanded English Language Development and Dual Language Immersion; works with data support staff to develop reports and templates for data analysis; disseminates information and responds to inquiries related to English Language Development.
- Participate collaboratively in meetings with district staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals, including supporting PLC's and MTSS work to develop EL lessons and strategies to increase outcomes for English language learners.
- Coordinates, oversees, and facilitates the initial and annual administration of the English Learner Proficiency Assessment of California (ELPAC), which includes supervising the uploading of assessment data into the appropriate state and local Student Information Systems.
- Perform regular site visits to assess program and safety implementation, program delivery, provide coaching to teachers, ISP's and aides, and plans to improve services to students; facilitate English Language shadowing program facilitation with support from Place County Office of Education.
- Participate in second language development training as needed and as necessary.
- Make verbal and written reports to the District administration.
- Plans and facilitates parent and community involvement in programs (i.e., DELAC, LCAP, ELAC, and School Site Councils).
- Support and collaborate with district parent liaisons.
- Works collaboratively with the Director of Special Education, and Special Education teams as it relates to English Language Learner students.
- Knowledge of laws, rules, and regulations of state and federal categorical programs and regulations pertaining to public education and for English Learners in particular.

- Coordinates and oversees administration of the State Seal of Biliteracy.
- Performs other tasks and responsibilities as directed.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Administrative Credential, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Trustees.

CERTIFICATES, LICENSES, REGISTRATIONS:
Administrative Credential, teaching credential and experience.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group employees and the general public.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES:
Knowledge of:

- Laws, rules, and regulations of state and federal categorical programs and regulations.
- Targeted student populations including English language learners.
- Curriculum, instruction, methodology, and effective research-based strategies for targeted student populations.
- Culturally and linguistically relevant pedagogy.
- Program evaluation and development.

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

WORK 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. The noise level in the work environment is usually very quiet.