



Job Description

POSITION TITLE:	Coordinator IV, ELA/ELD Specialist JD#6277 Language and Literacy/Continuous Improvement and Support Educational Services
SALARY PLACEMENT:	Management Salary Schedule Range 14

SUMMARY OF POSITION:

Under the direction of the Director of Language and Literacy and the Division Director of the Continuous Improvement and Support Division, the Coordinator IV will serve as a preschool through grade 12 English Language Arts (ELA) and English Language Development (ELD) content expert for San Joaquin County and will be responsible for designing, coordinating, and conducting professional learning, coaching, and technical assistance for educators related to ELA/ELD instruction, assessment, literacy instructional leadership, and support for multilingual learners. This position will provide leadership in the implementation of evidence-based instructional practices aligned to the California ELA/ELD Framework, the science of reading, structured literacy, and a Multi-tiered System of Support (MTSS) framework to improve outcomes for all students.

This position will serve as a lead in coordinating countywide ELA/ELD initiatives and will work collaboratively with school districts, county office departments, and regional partners to strengthen instructional systems and build educator capacity. The Coordinator IV will provide expertise regarding research-based best practices in literacy instruction, language development, and the education of English learners, and will support districts and schools in implementing high-quality instructional programs and continuous improvement efforts.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, valid Clear California General Education or Special Education Teaching Credential with an EL authorization, possess or be eligible for a California Administrative Services Credential and, if not already held, must apply for the credential upon hire. Experience in the fields of literacy and second language acquisition. Previous work experience with ELA/ELD, English learners and professional learning.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field, and three years of experience providing professional learning in ELA/ELD and the education of English learners. Bilingual/biliterate in a language in addition to English. Experience in providing support to school sites and/or districts.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- budget and grant management
- program evaluation, data collection, and analysis
- ELA/ELD Framework, CCSS ELA and ELD standards, EL programs and program implementation
- state assessments: CAASPP and ELPAC, etc.

- State and federal initiatives
- ELA/ELD pedagogy and proven methods of developing literacy and in increasing academic achievement among English learners and students with special needs in all educational settings

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- assist in convening district and school literacy leads to align vision, strategies, and implementation related to early literacy instruction and practice
- design and conduct professional learning opportunities, including professional learning communities and communities of practice
- remain current on research-based, effective instructional strategies
- communicate effectively with colleagues
- seek out funding and grant opportunities to support ELA/ELD support and services

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with staff, school districts, community and business organizations, government agencies, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, and conduct a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities (staff, instructors, supervisors, SJCOE staff, and school communities).
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program
12. Oversee and manage budgets.
13. Provide LEAs with resources and tools to support the development, implementation, and evaluation of strategies that ensure each EL student is successful. The areas of support may include but are not limited to: coaching and capacity building, engagement with educational partners, facilitation and resource connection, EL program design, and state and federal compliance.
14. Disseminate professional development, guidance, and technical assistance provided by the CDE to LEAs within their regions to support them in the following areas: consolidated application and reporting system, local control and accountability plan, federal addendum development/update, and authorized supplemental uses of funds.
15. Collaborate with the CDE Multilingual Support Division to determine the viability of and to facilitate localized regional training related to the EL Federal Program Monitoring.

16. Attend regional meetings including the Bilingual Coordinators Network meetings to provide updates and disseminate information throughout the region.
17. Submit End-of-Grant period Expenditure Report.
18. Recommend successful research-based instructional strategies and programs for English learners.
19. Articulate the use of the CCSS ELA and ELD Standards and any subsequent or associated documents and/or tools.
20. Assist districts in the selection of appropriate ELD materials and provide professional learning as appropriate.
21. Provide additional technical assistance to districts and schools as needed.
22. Participate in additional ongoing professional learning opportunities to develop expertise in the areas of education of English learners, including coaching and demonstration lessons, co-teaching, and planning.
23. Participate in school and classroom observations of practices for English learners, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
24. Create and present curriculum related to ELA/ELD and English learners.
25. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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