

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION: Coordinator, English Learner Program

REPORTS TO: Assistant Superintendent, Instructional Services

POSITION PURPOSE:

The Coordinator, English Learner Program reports to the Assistant Superintendent, Instructional Services, as do the Director, Secondary Education, the Director, Elementary Education, Director, Curriculum and Assessment, and the Director, Special Education.

NATURE AND SCOPE:

The Coordinator, English Learner Program is responsible for services that enhance, support, reflect, secure, and reinforce the instructional program for English learner students in the District. The activities are coordinated with the assistance of the Assistant Superintendent, Instructional Services and the Directors identified above. The services of Coordinator, English Learner Program, include but are not limited to the following major functions:

1. CELDT Assessment Program: Developing and implementing the District's English Learner student assessment program and process; overseeing the development and selection of tests for administration to students; assuring and providing for the necessary training of staff to carry out the implementation of the testing program; collecting and analyzing the data collected; scheduling and hiring of examiners, reporting the results to parents and staff in a timely and comprehensible manner; completing and reporting necessary and state-mandated reports of student performance; and other related areas to assessment and research.

2. English Language Development: Identification of students who are non-English and limited-English speaking; providing program services to meet student needs; providing training for staff; assessing, monitoring and reviewing student progress for reclassification and identification of other possible services needed; working with the ELD-District Advisory Committee; scheduling and meet with the Bilingual Resource Committee as necessary, a multi-agency resource group; preparing all necessary and required program documentation; and completing and reporting necessary and state-mandated reports.

The major challenge of this position is to provide guidance, coordination, support, assurance and reinforcement for services for English Learner students that enhance the overall program as reflected in the mission statement of the District. To ensure that this challenge is met, keeping

abreast of legal mandates, recent legislation, current research literature and other EL related information are essential and required.

The primary contacts for this position include the District-level administrative staff, pupil services staff, school administrative staff, pupil services-related District advisory committees, and staff that provides direct services to students.

EDUCATION AND EXPERIENCE:

1. Credential - The position requires a valid California credential authorizing service as an administrator for grades K-12.
2. Typical Education and Experience - An example of education and/or training which would provide an individual with the knowledge and skills necessary for competent job performance is an advanced degree in education with training or emphasis in the areas of student assessment and/or educational research and at least three (3) years of broad education program development and management experience.

REPRESENTATIVE DUTIES:

1. Plans and coordinates administration of the District's English Learner Development programs.
2. Hires, trains, supervises and evaluates assigned certificated and classified staff.
3. Cooperates with other Instructional Services Division administrative staff to ensure articulation and coordination of services among the elementary, secondary, and special education programs.
4. Coordinates the preparation of budgets and plans for English Learner programs.
5. Coordinates the development of specially funded projects and grants to assist and improve EL instructional programs.
6. Assists educators within the District in the development and selection of English Learner materials.
7. Analyzes English Learner assessment data and provides reports to management which are appropriate to District needs.
8. Carries out other duties as may be assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Ensure the District complies with state and federal law and regulations relative to English Learners.
2. Ensure, in cooperation with the Director, Elementary Education, Director, Secondary Education, Director, Special Education, and Director, Curriculum and Assessment the coordination and integration of English Learner programs with the elementary, secondary and special education programs.
3. Ensure that appropriate documentation is maintained, processes are implemented, parents are notified, and reports are completed and filed for all specially funded and/or mandated state and federal English Learner programs.
4. Ensure cooperation with other local community, county and state agencies in matters that require collaboration to better serve the needs of the English Learner students in the District.