

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, English Learner Programs	REPORTS:	Director, Program Improvement
DEPARTMENT:	Educational Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	4-19-07	SALARY:	Range 23

BASIC FUNCTION:

Under the direction of the Director of Program Improvement, this position is responsible for coordinating the planning, implementation, and evaluation of programs and services to English learners.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Manages, supervises, and evaluates all personnel assigned to the Language Assessment Center (LAC). (E)

Develops and implements the English Learner (EL) master plan. (E)

Coordinates initial and annual administration of the California English Language Development Test (CELDT). (E)

Maintains a current working knowledge of laws, policies, and regulations for No Child Left Behind (NCLB) and state and federal categorical aid programs for English learners. (E)

Maintains current knowledge of standards, instructional strategies, materials, and research pertinent to English learner students. (E)

Coordinates and monitors curriculum development as it pertains to English learner students. (E)

Assumes a leadership role in the evaluation and adoption of instructional materials applicable to English learner students. (E)

Monitors and documents English learner students, placement, services and academic achievement and submits appropriate federal and state reports. (E)

Provides school and District personnel with technical assistance for translations and other primary language needs. (E)

Conducts the District English Learner Advisory Committee (DELAC) meetings. (E)

Oversees and monitors parent education and involvement opportunities for parents/guardians of English learner students. (E)

Attends pertinent training and District, county and state meetings related to English learner students. (E)

Coordinates or participates in District task forces or committees as appropriate. (E)

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Graduation from a four-year college/university with a Bachelor's Degree in a related field required.

Valid California Teaching Credential with EL Authorization. Valid California Administrative Services Credential K-12. Master's Degree preferred.

Minimum of three years successful teaching and/or administrative experience in a multilingual setting. Experience in managing state and federal categorical programs desirable.

Bilingual/biliterate preferred.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Philosophical, educational, fiscal, and legal aspects affecting English learner programs/services.
- Research methods and report writing techniques.
- Record-keeping techniques.
- Applicable sections of the education code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, techniques, strategies, practices, trends, goals, and objectives of English learner program/services in public education.
- Characteristics of high quality professional development for English learner program/services.

- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties, which include but is not limited to online registration, presentation software, and related technology.
- Budget preparation and controls.
- Applicable federal, state, and local laws, codes, regulations, and procedures.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics. State, county, and local agencies that provide assistance with professional development programs and activities.

ABILITY TO:

- Demonstrate initiative, flexibility, organizational and interpersonal skills to plan, organize, coordinate, and administer district-wide, comprehensive English learner program/services for all staff.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to English learner program/services
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.

- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, English Learner Programs and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: 04-19-07