



POSITION DESCRIPTION

Title: Coordinator, MultiLingual & Equitable Services

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: None

Work Year: 213 days

Reports to: Director of Multilingual Services

Board Approval Date: 5/28/25

Salary Grade: Range 39 - Certificated Scheduled Management Salary Schedule

Primary Function:

Under the direction of the Director of MultiLingual & Equitable Services the Coordinator provides leadership in ensuring equity and access in educational programs and practices, with a focus on improving outcomes for multilingual learners (MLs)/English learners (ELs) and historically underserved students. This position supports the implementation of district-wide equity initiatives, professional development for teachers, and strategies to close achievement gaps.

Essential Job Functions include, but are not limited to the following:

- Support and coordinate efforts to integrate culturally responsive teaching practices and curriculum.
- Assists district leaders to design, plan, and implement comprehensive and targeted responses to issues of equity
- Provide guidance on strategies to increase access to rigorous coursework and post-secondary opportunities for historically underserved students, including multilingual learners.
- Review, recommend, and implement policies, regulations and procedures that address issues of disproportionality, diversity and cultural competency.
- Communicate regularly with the Director of Multilingual Services on the progress and implementation of the EL K-12 program;
- Conduct site-based coaching and collaboration with teachers and administrators to promote equitable instructional practices.
- Implement techniques that include demonstration teaching, one-on-one observation and coaching, and facilitating group observations;
- Provide support and lead after-school, evening, and weekend meetings such as DELAC, ELAC, Teacher Collaboratives, and Professional Development;

- Supports Translation and Interpretation Services Department
- Monitor ELD program implementation in the classroom;
- Supports Migrant Education and Indian Education programs;
- Provide timely assessment data and reports as requested;
- Oversees the maintenance of student ELD files in accordance with state policies;
- Other related duties as assigned.

Knowledge and skills:

Knowledge of equity based framework and culturally responsive practices and pedagogy. ELD state standards, grade level appropriate curriculum and assessment; curriculum development processes; laws, policies, and procedures applicable to English learners; various instructional strategies (SDAIE, second language acquisition theory, etc.); in-service development and presentation; contribute to the successful fulfillment of the District and site Mission/Vision; computer skills using MS Word, MS Excel, e-mail, etc.; knowledge of strategies that support historically underserved populations. Familiarity with data platforms, Student Information Systems and office machines (computer, fax, and copier); correct English usage, grammar, spelling, punctuation, and vocabulary; record-keeping techniques; oral and written communication skills; and interpersonal skills using tact, patience, and courtesy.

Abilities:

Develop a shared vision for equity and inclusion, inspiring others to take meaningful action. Effectively facilitate conversations around equity, diversity, and anti-bias practices, fostering an inclusive and supportive learning environment. With expertise in designing, implementing, and monitoring equity initiatives, utilizing data to measure progress and inform decision-making. Additionally, have the skills to organize and lead committees, in-services, and professional development activities that promote equity-focused strategies and best practices. Strong oral and written communication skills that enable engagement with diverse stakeholders, including educators, students, families, and community members. Establishing and maintaining cooperative and productive working relationships with individuals and groups from diverse backgrounds. The ability to support multilingual learners ensuring equitable access to resources and opportunities. Furthermore, ability to demonstrate strong multitasking skills, effectively managing multiple responsibilities, prioritizing tasks, and meeting deadlines in a fast-paced environment.

Education and Experience:

- Minimum of Bachelor’s Degree
- Teaching credential with BCLAD, SDAIE certification desirable
- Administrative Services Credential (desirable, not required)

Licenses/Certifications:

- A valid California Class C driver's license, a good driving record, and the ability to maintain insurability under the District’s vehicle insurance policy.

General Responsibilities

- Competence in communication skills and good personal relationships with all members of the school district and community.
- Adhere to all District policies and procedures.

Qualifications

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 essential functions.

- Minimum three-year teaching experience
- BCLAD

(Preferred Qualifications)

- Bilingual, bi-literate & bicultural Spanish preferred
- Site administrative experience

Language Skills:

Ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, journals, internet sites, etc., and prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, brochures, news releases, handbooks, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Communication Skills:

Ability to speak before groups of people with poise, voice control, and confidence; record and deliver information, explain procedures, and follow oral and written instructions; speak and/or signal people to convey or exchange information; includes giving instructions, assignments of directions.

Physical Abilities:

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 essential functions. While performing the duties of this job, the employee is regularly required to sit; talk and hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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 essential functions.

While performing the duties of this job, the employee continuously interacts with the public and staff. The noise level in the work environment is usually moderate to loud.