

	<b>POSITION DESCRIPTION</b>
<b>Title: Coordinator, Multilingual Services</b>	
<b>Department: Educational Services</b>	<b>FLSA Classification: Exempt</b>
<b>Bargaining Unit: None</b>	<b>Work Year: 203 days</b>
<b>Reports to: Director of Multilingual Services</b>	<b>Board Approval Date: PENDING</b>

**Salary Grade: Range 39 - Certificated Scheduled Management Salary Schedule**

**Primary Function:**

Under the direction of the Director Multilingual Services, the Coordinator will provide leadership and focus for the coordination, articulation, and implementation of English Language Development (ELD) K-12 programs, including the academic and progress monitoring for English Learner students in compliance with District, State and Federal guidelines. The Coordinator of Multilingual Services is a management position that is accountable for the coordination, articulation, and implementation of the English Learner K-12 Program.

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

- Coordinate and provide ongoing professional development for school staff, coordinate the ongoing development, implementation, and coordination of the system’s K-12 curricula in English Language Development;
- Communicate regularly with the Director Multilingual Services on the progress and implementation of the EL K-12 program using established metrics;
- Participate in the development of the District’s plan for delivering ELD services and supports and communication of this plan to school administration, staff, and the public;
- 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, Professional Development;
- Collaborate intra and inter-departmentally for the efficacy of District EL programs.
- Monitor EL Specialists and SOLL Counselors to ensure that EL students get the support and intervention needed to succeed academically;
- Monitor ELD strategies for classroom use through EL Specialists' demonstration of lessons;
- Monitor ELD program implementation in the classroom;
- Assist schools in developing intervention plans as integral parts of the school plan;
- Participate and provide in ongoing District professional development as identified by the District;
- Evaluation of EL program on an annual basis, recommend and implement changes to improve program effectiveness

- 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 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 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:**

Oversee the delivery of lesson plans, and the integration of ELD with core curriculum; effectively work with a team to implement the school plan; keep abreast of developments in the ELD area and other educational trends; utilize data management systems to assist with data analysis; document systems and processes; organize, facilitate, and support professional development programs; motivate and lead others.

**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

**(Preferred Qualifications)**

- Bilingual, biliterate & 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.