

Mesa Union School District

Class Title: English Language Learner Coordinator

Annual Stipend: \$1,200.00

Basic Function:

Under the direction of the superintendent and school administrator, this position will serve as a resource to teachers in implementing effective English Language Learner instructional programs to all students.

Major Duties and Responsibilities:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Attend English Language Learner Coordinator meetings.
2. Share pertinent information with site personnel.
3. Attend CELDT training and state assessment training.
4. Assist with the schedule and administration of the CELDT, ADEPT, STS, Aprenda, and other English Language Learner assessments administered at the school site.
5. In conjunction with office staff, monitor new students monthly, ensure they are tested or submit current year's CELDT scores to District office within 30 days of enrollment.
6. In conjunction with office staff, prepare English Language Learner folders to hold EL information in cumulative file for new students.
7. Assist District and site staff in the collection of missing demographic student information (e.g., CELDT and CAASPP scores).
8. Support office staff in the correction of discrepancies in student data.
9. Assist the front office in ensuring program option forms are available.
10. Assist in informing parents of meetings and program options (i.e., Sheltered English Immersion-SEI, English Mainstream-EM).
11. Assist with parent meetings to explain English Language Learner program options and waiver.
12. Confer with principal regarding English Language Learner placement and program options.
13. Attend English Language Advisory Committee meetings at school site.
14. Assist with reclassification of students: notifying parents, holding reclassification meetings, submitting paperwork and filing paperwork, in EL folder in student cumulative file.
15. Attend and advise at Special Education English Learner reclassification meetings.
16. Monitor reclassified students with appropriate documentation for a period of two years after reclassification. Submit paperwork to District office and place in EL folder in student cumulative file.

Qualifications:

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Coordinate assigned activities within the school and between school and District.
- Provide responsible and complex administrative support to the principal.
- Advise and instruct students.

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- Train and coach school personnel.
- Communicate effectively, both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and other technology devices.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Communicate effectively with diverse constituencies.
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Administer current best practices in the organization and facilitation of student development as it relates to the English Language Learner program.
- Maintain consistent, punctual, and regular attendance.
- Exhibit professional demeanor.

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campus to conduct school business; sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

A minimum of two years teaching experience is required; possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California teaching credential issued by the California Commission on Teacher Credentialing .