



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	EL Coordinator	<b>Location:</b>	District Office
<b>Reports To:</b>	Director of Student Achievement	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent; some college preferred  
Fluent in Spanish

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Under direction, the English Learner Coordinator shall be expected to perform a variety of clerical functions for the District. This position will require the employee to support in the compliance with Arizona Department of Education requirements for identifying and monitoring the proficiency of English Learners. This individual must be discrete, loyal, efficient, and be able to keep in confidence the business and materials they are dealing with. This employee's work is expected to be accurate and they should be able to handle routine efficiently and effectively. The EL Coordinator will also be a liaison for Spanish speaking families.

### Qualifications

- Skilled computer applications/word processing/use of office products
- Ability to communicate effectively, orally and in writing
- Ability to relate well with staff, students, parents, and public
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

### Responsibilities and Requirements

- Maintain accurate records and files of all required data for this position
- Perform routine clerical functions for the Student Achievement department by updating all EL forms and documents; maintain cumulative records and files across all school sites
- Complete all required EL training for state testing, grades K-12; stay current with ADE compliance measures; provide data to ADE on assigned field tests as necessary
- Coordinate with sites to prepare for and ensure an effective testing environment; proctor and score annual EL tests
- Input EL data into the student management system; run EL integrity reports for corrections
- Report EL test results to school leaders and stakeholders; track student achievement data for students in monitor status
- Assist with Spanish language interpreting/translation as needed for the District and school sites
- Track parent notification forms and communicate with families as needed
- Cooperate with other office personnel to establish the smooth operation of that facility
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties
- Perform other duties when assigned by the immediate supervisor

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.