

EL Coordinator

JOB GOALS

Under the supervision of the Director of Multilingual and Migrant Education Programs, the EL coordinator is responsible for supporting the implementation of the instructional goals outlined in the Local Control Accountability Plan (LCAP) and any English Learner Federal, State, District and School Accountability Plans.

The EL Coordinator, together with the Director of Multilingual and Migrant Education Programs, develops and establishes coherent, district-wide protocols and procedures for the implementation of English learner programs.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

- In Collaboration with Migrant Education staff, coordinates services for English learners who are Migrant students
- Assists with the organization and implementation of language and literacy assessments
- Analyzes academic and linguistic student achievement data
- Plans teacher and para-educator collaboration and professional learning opportunities
- Monitors English learner and Reclassified Fluent English Proficient (RFEP) students
- Collaborates with school sites to enroll and place English learners in the school's academic program based on established pathways
- Assists school counselors in supporting student access to a broad range of services
- Works with site administration to build master schedules
- Assists site administrator with presentations to parent and community groups related to the English learner program
- Participates in district and school advisory committees
- Assists teachers to improve language and literacy instruction
- Assists department teams to examine work, debrief peer or classroom observations, and use student data to plan differentiated instruction
- Ability to observe students in reading instructional materials, tests, student records and other printed matter.
- Understand speech at normal levels in person or on the telephone.
- Communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
- Ability to operate audiovisual equipment, computer, copy machine and other office and classroom equipment.

PRIMARY EVALUATOR/WORKING LOCATION

Director of Multilingual and Migrant Education Programs

Position will be housed at Lincoln Center (formerly Lincoln Prep) but will be working at/with various sites throughout the District.

REQUIRED QUALIFICATIONS

Possess a valid California Single Subject clear credential

CLAD or BCLAD certification.

NCLB compliant

DESIRED QUALIFICATIONS:

Three years of successful classroom teaching experience.

Bi-lingual (Spanish/English) preferred.