

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
COORDINATOR  
ENGLISH LANGUAGE LEARNER PROGRAM**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under the investigation of the Chief Educational Services Officer, the Coordinator of the English Language Learner Program will assure that district efforts to provide target instruction to students needing to learn and perform at an optimum level in English and complies with state and federal guidelines for ELL programs by developing and supporting an educational program that provides a student/family centered curriculum that provides targeted instruction and support systems to students needing to learn at an optimum level in English, are organized, maximized, and focused. These duties include assisting in the development of ELL staff and ELL staff development. Direct program assistance will be provided to school level ELL teachers and aides. Assistance also includes outreach activities to parents and families of such students and shall include coordination with federal and state funding as well as grants that are focused towards the same student population.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Educational Services Officer.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Provide district correlation of ELL programs among school sites
2. Provides site ELL personal program direction, assistance and support.
3. Develops in-services training for staff in regards to ELL staff and assures that staff development funding for this area is targeted to reach ELL students and parents of ELL students.
4. Seeks, develops, and organizes and evaluates district strategies and methods for reaching and assisting ELL students and parents and families to ELL students.
5. Provides assistance to administrative teaching and staff in focusing and maximizing federal, state and local instruction dollars on efforts to improve the educational performance of ELL students.
6. Researches and supports the efforts of the district at improving the performance of ELL students on mandated standardized tests and testing programs to assure that the identified student population is meeting the appropriate test targets.
7. Assures that district information regarding district programs and activities is delivered to students and parents of the identified population in a manner that provides a strong level of assistance where it may be needed to understand them.

**Marginal Functions:**

1. Perform related duties and responsibilities as required for program support.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services, and activities of a public school  
Curriculum  
Standard and alternative learning theories  
Instructional techniques  
Management skills to analyze programs, policies and operational needs  
Principles and practices of program development and administration  
Principles and practices of budget administration and monitoring  
Principles of supervision, training  
Pertinent federal, State and local laws, codes, and regulations  
Education Codes and District policies

### **Ability to:**

Prepare clear and concise reports  
Administer and monitor program budgets  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals  
Research, analyze and evaluate new instructional methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Five years of responsible teaching experience, including some experience with administrative ELL responsibility.

### **Training:**

Equivalent to a Master's Degree from an accredited college or university with major course work in education, education administration, social work or a related field.  
Bilingual, oral and written (Spanish) preferred, not required.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office and school environment.

**Physical Conditions:**

Essential and marginal functions may require maintaining a physical condition necessary for sustained posture in a seated and in a standing position and working on two adjacent campuses.

**Pay Range:**

Administrative Salary Schedule