

Farmersville Unified School District

JOB TITLE: COORDINATOR OF EL SERVICES

JOB DESCRIPTION

General Description:

Under general supervision of the Chief Academic Officer, the Coordinator of EL Services will provide specialized services in support of English Learners; collaborate with the Chief Academic Officer; and serve as a resource to schools and the district. This professional will act as a liaison with collaborative partners, including districts, local institutions of Higher Education and the State Department of Education.

Essential Duties:

- Supervise the implementation of the Districts English Learner Master Plan
- Coordinate all programs and services that support English Learners
- Provide and monitor budgets for the English Learner Services Department
- Provide direction and support to site and district administrators in improving the achievement of English Learners through ELD - English Language Development (Designated/Integrated)
- Serve as an instructional/curricular resource to teachers, support staff, and administrators for English Learner programs
- Provide professional development for teachers, support staff and administrators in the instructional program for English Learners (ELD)
- Support and monitor schools in the alignment of curriculum, instructional, and assessment appropriate for English Learners
- Provide relevant resources, including coaching and model lessons, to the English Learner Services staff and others
- Participate in local and state program evaluation, and coordinate the collection and compilation of appropriate data
- Provide leadership and supervision for gathering and maintaining data related to English Learner programs that allow for monitoring of academic progress, including state and federal compliance, program improvement, and reclassification
- Collaborate with other district-level administrators and support staff, such as Program Improvement, Migrant Education, Special Education, etc., to coordinate and align services to meet needs of English Learners
- Establish and conduct monthly meetings with English Learner Service staff
- Participate in meetings of the Educational Services Division
- Organize, plan, and conduct District English Learner Advisory Council (DELAC) meetings, and assist schools with the coordination of English Learner Advisory Councils (ELAC)
- Supervise CELDT testing and all other federal and state mandated testing for English Learners
- Comply with all federal and state requirements for English Learner programs and services
- Perform other duties as required and assigned by the Chief Academic Officer

EMPLOYMENT STANDARDS:

Knowledge of:

1. Basic operations, services, activities, and guidelines of the instructional program
2. Pertinent Federal, State and local codes
3. Curriculum development, implementation and evaluation for teachers of English Learners
4. Basic procedures, methods, and techniques of budget control
5. Recent research findings and trends relating to English Language Development (ELD), English Language Arts (ELA), and instruction of English Learners
6. Basic principles of training and performance evaluation
7. Community-based organizations, educational agencies and other organizations related to the program
8. Modern principles and practices of program development and implementation

Ability to:

- Translate policies and procedures into practical applications
- Provide staff development in areas related to teachers of English Learners, including Language Acquisition, Literacy, and culture
- Development countywide materials in areas related to successful academic programs for English Learners
- Utilize technology for staff development and design of curriculum
- Assist in the selection and evaluation of presenters for staff development programs
- Establish and maintain effective working relationships with those contacted in the course of work including parents and teachers
- Analyze professional situations and make sound independent decisions to prioritize and respond to numerous request and deadlines
- Manage multiple priorities and resolve conflicts and problems related to program
- Communicate clearly and concisely, both orally and in writing
- Perform simple math including basic addition, multiplication, division and subtraction in order to accurately maintain records and monitor budget
- Travel to a variety of locations within a reasonable time frame

Education, Credentials, and Experience:

- Master's Degree
- Valid Teaching Credential with Authorization to teach English Learners in California, e.g. Bilingual Cross-cultural Language and Academic Development (BCLAD) in Spanish, Cross-cultural, Language and Academic Development (CLAD), and/or passing the California Teacher of English Learners (CTEL) Examination
- A Valid and Appropriate Administrative Credential preferred
- A minimum of five (5) years of successful, full-time classroom teaching experience with English Learners.

Physical Requirements:

- Bend, stoop, push, pull, grasp, squat, twist, and reach to access materials or equipment and complete other tasks essential to this position
- Reach from the waist to, at or above shoulder level; lift from ground, waist and chest level, and carry up to 30 lbs
- Make observations as needed
- Maneuver over and around equipment and supplies; may need to traverse stairs at some locations
- Operate all cited equipment
- Travel county wide to a variety of sites within a reasonable time frame

Work Days: 195 annual work days