



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### COORDINATOR – ENGLISH LEARNER/BILINGUAL EDUCATION

#### DIRECTLY RESPONSIBLE TO

Assistant Superintendent of Educational Services

#### PRIMARY FUNCTION

As Coordinator, assists the Assistant Superintendent of Educational Services with supervision and coordination of the District-wide English Learner/Bilingual education program.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist principals with the development of active Bilingual Advisory Committees (BAC/ELAC).
- Co-facilitate District Bilingual Advisory Committee (DBAC/DELAC) with the District English Learner/Bilingual Program facilitator.
- Organize and implement staff development for certificated and classified staff working with English learners.
- Provide guidance to principals as they develop individual School Instructional Plans for English learners in accordance with the District Master Plan for English Learners.
- Oversee the completion of State required annual reports (R-30, SNOR).
- Collaborate with the categorical program accountant to complete and submit the Consolidated Application Form, Part A and B.
- Regularly update English Learner/Bilingual Program Master Plan and forms relating to the plan.
- Meet regularly with the site English Learner/ Bilingual Facilitators.
- Assists principals in hiring and evaluation of classified bilingual staff.
- Evaluate staff, including District Office English Learner/Bilingual Program Facilitator, and assigned classified staff.
- Oversee the Community Based English Tutoring (CBET) Program.
- Coordinate all assessments and monitoring related to the English Learner/Bilingual Program.
- Coordinate all textbook and materials selection and adoptions for the English Learner/Bilingual Program students and Foreign Language students.
- Attend and present relevant information to committees (i.e. any task forces).

#### JOB REQUIREMENTS

- A California Teaching credential, BCLAD or equivalent
- California Administrative credential
- Experience with second language learners
- Strong interpersonal skills in working with administrators, teachers, parents, classified staff, and community members

#### SALARY

In accordance with the Certificated Administrators' Salary Schedule