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