



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Regional English Learner Specialist</b>	<b>#6277</b>
	<b>Language and Literacy</b>	
	<b>Educational Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b>	
	<b>Range 14</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the Director of Language and Literacy, the Coordinator IV will provide leadership as the English Learner Specialist for Region 6 to help build regional capacity and assist local educational agencies with implementing a continuous improvement process focused on identifying and eliminating inequities to support English learners, will be responsible for managing the Title III County Office of Education Regional English Learner Specialist Agreement and its associated budget, and will be responsible for the implementation of additional professional learning activities related to ELA/ELD and the education of English learners. This person will also support other professional learning activities sponsored by the department including all Senate and Assembly Bill authorizations. This position will provide expertise regarding successful research-based best practices ELA/ELD and the education of English learners and assist in region-wide efforts to support district/school's educational programs and recommendations for improvement.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree, valid California Teaching Credential (general education, special education) with an EL authorization, possess or be eligible for an Administrative Services Credential. Experience in the fields of literacy and second language acquisition. Previous work experience with ELA/ELD, English learners and professional learning.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in a related field, and three years of experience providing professional learning in ELA/ELD and the education of English learners. Bilingual/biliterate in a language in addition to English. Experience in providing support to school sites and/or districts.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- Title III
- budget and grant management
- program evaluation, data collection and analysis
- ELA/ELD Framework, CCSS ELA and ELD standards, EL programs and program implementation
- state assessments: CAASPP and ELPAC, etc.
- state and federal initiatives

- ELA/ELD pedagogy and proven methods of developing literacy and in increasing academic achievement among English learners and students with special needs in all educational settings

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with staff, school districts, community and business organizations, government agencies, parents, and students.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, and conduct a variety of meetings, staff development, orientations, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities (staff, instructors, supervisors, SJCOE staff, and school communities).
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative, effective, and collaborate working relationships with others in the department and SJCOE.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program
12. Oversee and manage budgets.
13. Oversee and manage Title III grant.
14. Provide LEAs with resources and tools to support the development, implementation, and evaluation of strategies that ensure each EL student is successful. The areas of support may include but are not limited to: coaching and capacity building, engagement with educational partners, facilitation and resource connection, EL program design, and state and federal compliance.
15. Disseminate professional development, guidance, and technical assistance provided by the CDE to LEAs within their regions to support them in the following areas: consolidated application and reporting system, local control and accountability plan, federal addendum development/update, and authorized supplemental uses of Title III funds.
16. Assist the California Department of Education (CDE) with the annual update of the Title III and the System of Support Guidance Document.
17. Collaborate with the CDE Multilingual Support Division to determine the viability of and to facilitate localized regional training related to the EL Federal Program Monitoring.
18. Attend Regional EL Specialist and Bilingual Coordinators Network meetings to provide updates and disseminate information throughout the region.
19. Participate in all data collection efforts for evaluation of Title III program including: a written plan about how the COE will fulfill the requirements of the MOU, quarterly Regional EL Specialist fiscal activity report, quarterly service report and verbal report at quarterly Regional EL Specialist meetings, annual

program report that includes the trends in Title III and EL programs and regional observations. Reports should consider dashboard results (where available) and the number of school districts and schools receiving technical assistance.

20. Submit End-of-Grant period Expenditure Report.
21. Recommend successful research-based instructional strategies and programs for English learners.
22. Articulate the use of the CCSS ELA and ELD Standards and any subsequent or associated documents and/or tools.
23. Assist districts in the selection of appropriate ELD materials and provide professional learning as appropriate.
24. Provide additional technical assistance to districts and schools as needed.
25. Participate in additional ongoing professional learning opportunities to develop expertise in the areas of education of English learners, including coaching and demonstration lessons, co-teaching, and planning.
26. Participate in school and classroom observations of practices for English learners, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
27. Create and present curriculum related to ELA/ELD and English learners.
28. All other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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