

Job Title: COORDINATOR OF MULTILINGUAL LEARNER PROGRAMS

Definition:

Under the general supervision/direction of the Director of Assessment, Integrated Technology, and Multilingual Learner Programs (AIM), the Coordinator will work closely with teachers and administrators, and other staff to assure alignment of district instructional objectives, state frameworks, textbook/instructional materials, and assessment for district wide Multilingual Learner programs and services for the primary purpose of improving student achievement outcomes.

The district Multilingual Learner Coordinator is responsible for implementing and monitoring the district's Multilingual Learner program and ensuring that Multilingual Learner students are supported appropriately in English acquisition and core academic achievement. Determines district needs for achieving compliance for Multilingual Learner programs and works with site Multilingual Learner teachers, Multilingual Learner chairs, and administrators to assure that all areas of compliance are met.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates and supervises Multilingual Learner programs which support district educational objectives.
2. Supports administration of the State Mandated Assessments for Language Acquisition and completion of all required documentation.
3. Provides support to Multilingual Learner staff to include professional development, training and program development.
4. Supports Guided Language Acquisition Design, Specially Designed Academic Instruction in English and other language proficiency development instructional strategies used for integrated and designated ML services.
5. Supports teachers in providing access to grade level Common Core State Standards in English Language Arts for Multilingual Learner during core and intervention instruction.
6. Oversees appropriate use of Local Control and Accountability Plan funding for Multilingual Learner student services, actions, and goals.
7. Oversees site Multilingual Learner chairs and facilitates monthly meeting to discuss Multilingual Learner student progress and achievement.
8. Oversees Migrant and Immigrant Education Programs.
9. Provides support, training, and program direction to Bilingual Para Educators.
10. Supports and monitors Dual Language Immersion program including, but not limited to: curriculum development, instructional practices and strategies, materials, and program implementation.
11. Supports development of District redesignation criteria.
12. Coordinates district translation and interpretation needs.
13. Coordinates Multilingual Learner Advisory Committees and District Multilingual Learner Advisory Committee.
14. Analyzes and interprets student performance to monitor Local Control and Accountability Plan goals set for Multilingual Learner student achievement.
15. Ensures that federal and state reporting requirements are met, including writing and submission of the Title III Plan.
16. Oversees the adoption and implementation of English Language Proficiency curriculum.
17. Performs other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- ☐ Local Control Funding Formula (LCFF)
- ☐ EL Program requirements and regulations
- ☐ Computer programs and related software
- ☐ District policies and procedures

Skill and Ability to:

- ☐ Maintain professional confidentiality
- ☐ Establish a structure for a strong parent/professional partnership in district programs
- ☐ Work harmoniously with school community, District personnel, supervisors, departments, parents and students
- ☐ Provide leadership in coordination of curriculum and instructional program needs assessment
- ☐ Understand and follow oral and written instructions
- ☐ Produce written reports
- ☐ Maintain accurate records
- ☐ Communicate effectively, both orally and in writing

Training and Experience:

- ☐ MA/MS Degree
- ☐ Administrative Credential
- ☐ Three (3) years of classroom experience
- ☐ Experience with Multilingual programs

Desired Qualifications:

- ☐ CLAD, BLCAD or current Multilingual authorization (Spanish)

Physical Requirements and Working Conditions:

- ☐ Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- ☐ Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- ☐ Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- ☐ Is subject to inside and outside environmental conditions.
- ☐ May be required to work at computer terminal for prolonged periods
- ☐ May be required to take and pass a physical examination.
- ☐ May be required to attend periodic evening and weekend meetings and travel within and out of the district boundaries to attend meetings.
- ☐ May be required to work evenings and weekends.
- ☐ Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping			
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

	Lifting			Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		