

Auburn Union School District

255 Epperle Lane, Auburn, CA 95603
(530) 885-7242 / www.auburn.k12.ca.us

Job Description

POSITION TITLE: Coordinator of English Learners and Assessment Support
Auburn Management/Confidential Salary Schedule

SALARY PLACEMENT:

SUMMARY:

The purpose of this position is to provide coordination of all activities, instructional programs, and services to the district's English Learners to ensure that these students have full access to grade-level content; are provided with additional and effective support in the acquisition of academic English; continuously and expeditiously progress towards English language proficiency and content mastery; achieve reclassification as Fluent English Proficient; and experience academic success with full availability of post-secondary options, by becoming college and career ready.

Additionally, this position provides support for formative, summative and state assessments of learning; compiles and reports local assessment results to measure student progress.

Under the direction of the Director of Curriculum and Instruction, this position will plan, organize, and manage the operation and evaluation of English Learner services including the direction and management of related fiscal operations and state and federal compliance requirements, and the training, supervision and evaluation of assigned personnel. Assists schools and staff with developing highly effective instructional practices and services that support English Learners; provides professional development and coaching; monitors student progress; oversees formative, summative, and state assessment systems of English Learners; develops program and protocols; aligns efforts to state and federal law and regulations; acts as a resource to staff and the community on practices and issues related to English Learners; and advocates for English Learner students. Plan, coordinate, schedule, process and administer the District-wide K-8 testing programs; design, prepare, and present research and evaluative reports regarding student and program performance.

SUPERVISOR:

This position reports directly to the Director of Curriculum and Instruction

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists sites in collecting data and assessing students whose dominant language is other than English including the appropriate placement of students in accordance with the state and federal laws, and in oversight of related English Language Learner metrics.
2. Assists teachers in organizing and implementation of programs for students whose dominant language is other than English.
3. Assists school personnel in determining the language needs of special educational students and the language services.
4. Assists site administrators in the development, monitoring, and evaluation of a meaningful program of instruction for English Learners. Organize and implement long and short-term programs and activities designed to enhance English Learner programs and services.
5. Assists in the development of EL curricula and ensures access to core curriculum materials for EL students at each school site, coordinating instructional resources for site personnel and providing articulation between elementary and middle school programs.

6. Assists the Director of Curriculum and Instruction in planning budget requirements of the EL program and in the approval of EL staff expenditures.
7. Prepare district, state and federal reports as required. Responsible for reports to advisory committees as necessary. Ensure compliance with state and federal regulations in areas of responsibility.
8. Develop, revise, maintain, and implement English Learner Master Plan, Title III plan, and assist in the development of the Local Control Accountability Plan
9. Organize and collaborate with all required community and parent advisory groups, such as DELAC and ELAC committees.
10. Develop and implement effective intervention strategies and programs for English Learners to ensure continuous progress towards proficiency and timely intervention.
11. Support the Director of Curriculum and Instruction to facilitate school accountability and support efforts; coordinate administration of state assessments; and provide direction, training, and oversight in all aspects of the District-wide K-8 testing programs and administration.
12. Assists in screening, employment and evaluation of credentialed and classified EL staff. Organizes and works with all required community and parent advisory groups, ELACs, and District English learner Advisory Committees, including support for parents who participate in the Local Control Accountability Plan Advisory committee.
13. Assists school staffs in all aspects of communication with homes of English Learners, such as parent conferences, letters, translation of notices, etc., and with all communication to District families and staff related to state testing.
14. Plans, coordinates, schedules, processes and administers the District-wide K-8 testing programs; assure compliance with applicable state and federal laws, codes, rules and regulations.
15. Coordinates the processing of the District-wide group testing programs including development of instructions for testing procedures and calendars; assists in the development of the District testing schedule; participates in and oversee the uploading of test data to appropriate agencies and scoring and printing of related reports; shares results with schools.
16. Provides technical assistance and training to site and District personnel regarding assessment and evaluation activities; works with data support staff to develop reports and templates for data analysis; disseminates information and responds to inquiries related to District assessment.
17. Maintain records of income and expenditures within program budget categories. Develops surveys and handbooks related to testing; revise and update existing testing instruments.
18. Designs and conducts professional development to staff, administration and/or the community related to English Language Development, bilingual/bicultural education, data analysis and the use of assessment data in instructional planning, state testing requirements, instructional strategies, methodologies, scoring process of literacy exams, and in the use of scoring rubrics and other related professional development.
19. Performs other related tasks and responsibilities as directed.

Knowledge of:

- State and Federal English Language Development (ELD) laws and regulations
- Title I and Title III Laws and Regulations
- California Assessment and Accountability System
- English Language Development eligibility criteria, assessments, and techniques, matching learning needs to learning modalities and curricula
- California adopted core curricula and ancillary programs related to support of English Learners and assessment of all students
- Overall planning, organization, and direction of student assessment activities
- Procedures for data collection, processing, analysis, and reporting
- Interpersonal communication skills, organization skills, and best practices for adult learning and professional development
- Effective culturally and linguistically appropriate practices and strategies for English Learners

Ability to:

- Provide training activities for professionals and parents
- Willingly work additional hours periodically

EDUCATION:

Master’s Degree or the equivalent preferred, from an accredited institution of higher learning including specialized training in English Language Learner language development, curricula and instruction, and experience with assessments and evaluation in educational environments.

EXPERIENCE:

A minimum of three (3) year’s practical public school experience as a teacher or specialist and three (3) years of increasingly responsible experience in administration is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s license

Valid California Teaching Credential and CLAD or BCLAD authorization or equivalent California Administrative Services Credential preferred

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: pending Board approval

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Auburn Union School District maintains a tobacco-free, drug-free environment.