

Corning Union Elementary School District  
Job Description

JOB TITLE: ENGLISH LANGUAGE DEVELOPMENT COORDINATOR

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Salary Range:	Administrative Salary Schedule
Reports To:	Assist. Superintendent or designee
Approved by:	Board of Trustees April 14, 2021

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POSITION SUMMARY:

Under the administrative direction of the Assistant Superintendent or designee, provides District-wide leadership in the planning, designing, implementing, and improving of the language and literacy development programs and services for English Learners (ELs). Serves as a liaison to school sites, working with principals to provide support and services to build school and teacher capacity to increase the effectiveness of our District English Language Development Program. Provides data analysis and reports. Works within various Federal Title programs, including but not limited to low income, homeless, EL and immigrant students. Performs other related duties as required or assigned.

ESSENTIAL FUNCTIONS:

Provides coaching, support, and professional development to principals, teachers, and staff.

Serves as a District leader in assisting individual schools with program development, innovation, and adaptations to meet site and student needs.

Under the direction of the Assistant Superintendent, monitors and evaluates implementation of the District ELMaster Plan and is responsible for compliance of all regulations related to ELs.

Is responsible for ensuring all school sites offer instructional programs and related services that will assist ELs to achieve English proficiency and mastery of content standards.

Develops appropriate reports for State and Federal agencies.

Supports assessment of pupil progress on a regular basis (ELPAC, ELD benchmark assessments, etc.), revises short-term instructional objectives as appropriate, and consults with appropriate staff regarding students not demonstrating adequate progress.

Provides on-site staff development and facilitates as needed to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards.

Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for English Language Learners.

Assists in organizing ELAC and DELAC meetings and programs, creating opportunities for parent involvement, training, and support.

Meets regularly with administration to review progress, analyze data, and plan next steps.

Prepares forms, records, and reports.

Supervises and supports ELD teachers and other assigned personnel.

#### OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Participates in professional activities, conferences, and research to keep abreast of second language and curriculum development at the State and national levels.

Assigns work to and supervises instructional assistants, parents, and student volunteers, if applicable.

Attends and participates in grade level meetings, trainings, staff development activities, SST, IEP meetings, and staff meetings as required or assigned.

Performs other duties as assigned.

#### PERSONAL QUALITIES:

Appearance, grooming, and dress must be functional and appropriate for working with staff and members of the public.

Ability to work productively alone, in small and/or large groups with people of all ages, and the ability to deal with conflict constructively. Must be able to provide feedback to employees in a constructive and collaborative manner.

Must have personality to maintain human relationships required by a public service agency, and be able to exercise discretion, tact, and confidentiality when meeting with parents and the public.

Must maintain confidentiality between administration, teachers, staff, and students.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must hold a valid California Administrative Services Credential with the appropriate English Language Learner (ELL) authorization. Must possess organizational skills with expertise in formulating curriculum. Must have a working knowledge of current research and resources related to District and site-based goals, staff development, and group processes. Must have training in functional approaches to ELD, such as: Systematic ELD, Kevin Clark, etc. Must have three years of teaching experience in diverse language setting classrooms. Must have experience within the last two years in planning/managing/participating in ELD

programs, PLCs, grade level collaboration, and conducting/analyzing ELD assessments/data.

Ability to use technology to perform the essential functions of the position.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write assessment reports, IEPs and correspondence. Ability to speak effectively before groups of students, adults, or employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, understands basic algebraic and geometric functions.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** 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.

Physical aspects that this position classification must perform in carrying out essential job functions as follows:

Persons performing service in this position classification will sometimes exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

Involves standing most of the time but will involve walking and sitting as well.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate classroom related equipment, and handle the work with various materials and objects are important aspects of this job.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.