



COORDINATOR IV: LANGUAGE DEVELOPMENT PROGRAMS

Definition:

Under the general direction of the Executive Director of Student Support Services, plan, implement, supervise, coordinate, and evaluate instructional programs and services for English learner and immigrant students throughout the district; understand and support the implementation of integrated programs based on CA Common Core Content Standards, CA ELD Standards, and Frameworks for all grade levels; and ensure program compliance with State and Federal laws.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Know and understand current research, pedagogies, accountability measures and their implications for program development in IUSD;
- Assist in the completion of the Consolidated Application and in budget development, dissemination, and monitoring for ESSA, state categorical programs, and internal audits;
- Analyze budget requirements to identify resources available for use in instructional program development and implementation, parent and family engagement activities, and support services districtwide;
- Assist in the collection and interpretation of results data to identify the needs of students and inform instructional practices;
- Coordinate with principals and teaching staff to effect horizontal and vertical continuity and articulation of instructional programming for English learner and immigrant students;
- Understand and support the implementation of CA Common Core Content Standards, CA ELD Standards, and Frameworks for all grade levels;
- Coordinate with Curriculum & Instruction to determine program direction and improvement to EL curriculum, assessment, and instruction, ensuring equity and access for English learner and immigrant students in all learning experiences;
- Identify resources for and coordinate professional learning opportunities specific to the design and implementation of effective instructional programs and assessments for English learner and immigrant students;
- Identify IUSD staff and leverage resources to provide leadership and support at the site level in the development, implementation, and evaluation of curriculum, assessments, and the instructional program;
- Respond to parent concerns and inquiries and facilitate resolutions within the department;
- Serve as liaison and collaborate with curriculum leaders and state/federal program directors at the local, county, state, and/or national level;

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

Knowledge and Abilities

- Expertise with curriculum and core instruction.
- Capacity for providing effective professional development.
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing educational programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to IUSD staff and community members.
- Ability to collaborate with other departments and agencies in planning and implementing effective instructional programs and services, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State and Federal funding allocation methods.

Education and/or Experience

- Three years of successful certificated teaching experience.
- A Master's degree from an accredited college or university is preferred.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California driver's license.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

July 1, 2019