

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, ENGLISH LEARNER, TITLE I, AND SPECIAL PROGRAMS AND SERVICES

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent of Educational Services, provides supervision, monitoring, and support in the implementation of English Learner, Title I, and related special programs, monitors the implementation of the programs including required student State and local assessments and compliant record keeping, serves as liaison between sites and district, and provides support and professional development training to staff as needed.

REPRESENTATIVE DUTIES:

Plan, implement, and monitor English Learner, Title I, and related special program implementation and compliance in the areas of curriculum and assessment.

Assist in the development and implementation of the Local Control Accountability Plan (LCAP) and serve as a liaison to all stakeholder groups.

Oversee coordination of required student language, progress monitoring, and reclassification assessments, including the maintenance of compliance files, including initial and ongoing assessments.

Assist in conducting annual evaluations of program effectiveness, and preparation of other required reports and documents at the local, State, and Federal levels.

Conduct training and ensure coordination of curriculum, assessment, student language and support services, and on-going monitoring for students with teachers, administrators, bilingual instructional assistants, and other identified staff.

Conduct demonstration and model lessons to assist teachers in the implementation of a compliant, standards-based instructional program.

Assist in the development of a centralized services budget for English Learner, Title I, and other special programs.

Serve as a key liaison in communicating the LCAP, curriculum, assessment, English Learner, Title I, and special programs to staff, parents, community, and Board of Trustees.

Coordinate meetings and serve as a member of the District Advisory Council (DAC) and District English Learner Advisory Council (DELAC).

Serve as liaison to the Twilight Education and Community Based English Tutoring (CBET) Program.

Assist in Parent Notification regarding program placements, assessment outcomes, and other data.

Participate in district meetings and professional development programs as directed.

Participate in appropriate county meetings and regional conferences in order to remain current regarding the laws, rules, and regulations in assigned programs

Establish and maintain internal and external partnerships to support student learning success.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a computer, other technology tools, and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of training and providing work direction.
- Technical aspects of field of specialty.
- Diverse academic, socio-economic, cultural, disability, ethnic backgrounds of District students.
- Budget monitoring techniques.

Ability To:

- Communicate effectively both orally and in writing.
- Prepare and deliver oral and written presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Assign and review the work of others.

- Train and provide work direction to others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Accept and carryout responsibility for direction, control and planning.

EDUCATION AND EXPERIENCE:

- Three to five years of teaching experience, preferably with English learners
- Three years of leadership/administrative experience, at least one working with English learner programs;
- Possession of a Master’s Degree from an accredited college or university;
- Bilingual English and Spanish desirable.

Other Requirements:

Condition of Employment: Insurability by the District’s liability insurance carrier.

LICENSES AND OTHER REQUIREMENTS:

- Valid teaching credential authorizing service at the K-8 grade level
- Valid California Administrative Credential, Certificate of Eligibility or current enrollment in an approved Administrative Services program with the ability to obtain an Administrative Services Intern Credential upon employment
- Valid California Teaching credential
- Possession of CLAD, BCLAD, or equivalent certification
- Valid California Driver’s License

WORKING CONDITIONS:

This position performs light work that involves sitting with some walking and standing for periods of time. This position may occasionally require moving or lifting up to fifty (50) pounds. This position requires accurate perceiving of sound; near and far vision; depth perception; mobility to reach and bend; dexterity in working with office machines and materials; and the providing of oral information and direction. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The work environment is a combination of office and school site. The noise level in the work environment is usually quiet. This position may demand meeting deadlines with time constraints.

12/2014