

**SUNNYVALE SCHOOL DISTRICT**  
CLASSIFICATION DESCRIPTION

**COORDINATOR – LITERACY AND ENGLISH LEARNER SUPPORT SERVICES**

**REPORTS TO:** Assistant Superintendent for Curriculum, Instruction and Assessment

**WORK PERIOD:** 11 Months, 211 Days

**PRIMARY PURPOSE:**

The Coordinator serves as the administrator primarily responsible for the coordination and implementation of the English Language Development program in alignment with the Common Core English Language Arts Framework; manages curriculum and instruction projects and issues, research and assessment, and staff development associated with the District's English Language Development program including curriculum development, the adoption of instructional materials, instructional resources, and staff training to support the academic achievement of all students. Learning and achievement for all students is the primary focus. The Coordinator is responsible to be informed of research in education and to communicate that information to district staff and community.

**ESSENTIAL JOB DUTIES**

1. Assists the Assistant Superintendent of Curriculum, Instruction and Assessment, principals, and school staff in establishing standards of performance for implementing standards based curriculum as outlined in the Common Core State Standards and the Local Control Accountability Plan (LCAP).
2. Coordinates the implementation of the district English Language Development program including, but not limited to the curricular and staff development components.
3. Provides assistance to the Assistant Superintendent for Curriculum, Instruction and Assessment to evaluate program recommendations relative to curriculum, instruction and assessment related to English Language Development programs in the District.
4. Provides ongoing professional development to administrators, teachers, and other support staff aligned to current, effective second language development research and assessment results.
5. Determines site needs for achieving compliance for English Learner programs based on state and federal requirements and district EL Master Plan guidelines and works with principals to assure that all areas of compliance are being met at every site.
6. Supports development and implementation of the Spanish immersion program including supporting the site in curriculum development, program assessment and staff development.
7. Coordinates and facilitates the District English Language Advisory Committee and supports the Site English Learner Advisory Committee.
8. Designs and implements feedback for staff, parent and community members regarding curriculum instruction for inclusion in the Local Control Accountability Plan priority goals and actions.

9. Administers all aspects of compliance monitoring related to English Learners including the annual update of the EL Master Plan, the Title III Plan, and the annual update of the Local Control Accountability Plan.
10. Analyzes English Learner student performance data from state, district and site assessments and prepares related reports.
11. Oversees English Learner identification and assessment processes.
12. Works with principals and coaches to monitor the implementation for the ELA/ELD standards, benchmarks and formative assessment for improving student achievement.
13. Coordinates translation services; supports the role of the Bilingual Outreach Liaison.
14. Coordinates and supports the district's efforts of parent education.
15. Facilitates assigned district curriculum committees.
16. Provides reports and presentations of major issues on English Learner curriculum, instruction and assessment to the Board of Education.
17. Administers policies and administrative regulations related to English Learner curriculum and instruction.
18. Manages and oversees local assessment distribution and reporting.
19. Performs other duties as required to accomplish the objectives of this position.

### **OTHER JOB DUTIES**

1. Works cooperatively and in support of other staff within the Curriculum, Instruction and Assessment Department.
2. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
3. Compiles required reports and interprets related data.
4. Serves as a member of the Superintendent's District Advisory Team and the Instructional Leadership Team.
5. Regularly communicates with families of English Learners, preferably their native language.
6. Attends Board meetings, and attends or presides over such other meetings as assigned by the Assistant Superintendent for Curriculum, Instruction and Assessment.
7. Performs other duties as may be directed by the Assistant Superintendent for Curriculum, Instruction and Assessment.

## **WORKING RELATIONSHIPS**

Reports to the Assistant Superintendent for Curriculum, Instruction and Assessment. Supervises, coaches, and evaluates assigned department personnel. Maintains positive working relationships with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, parents, staff and other constituents of the district.

## **WORKING CONDITIONS**

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to mediate and resolve conflict; the ability to creatively problem solve; the capacity to deal with distraught individuals; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Knowledge of education research, particularly pedagogical knowledge related to English Language Development
- Knowledge of curriculum, instruction and assessment, particularly related to English Language Learners
- Knowledge of effective managerial principles, methods and practices
- Knowledge of laws and standards related to education
- Knowledge of facilitation techniques
- Considerable instructional technology skills
- Ability to use assessment system software effectively
- Ability to perform problem analysis
- Ability to use good judgment
- Ability to organize
- Ability to act decisively
- Ability to lead
- Ability to be sensitive to needs and concerns of others
- Ability to tolerate stress
- Ability to communicate effectively; orally and in writing
- Ability to articulate a well-reasoned educational philosophy; be receptive to new ideas and change
- Ability to create and contribute to a climate of trust and collaboration
- Ability to inspire high levels of commitment and achievement in others
- Ability to establish and maintain effective working relationships
- Ability to maintain prudent fiscal management with an emphasis on administering budgets in relation to program priorities

### **Education and Experience**

\*Masters Degree in Education Administration with at least five (5) years of teaching experience, including site leadership experience; or any equivalent combination of education, experience and training that would provide the applicant the knowledge, skills and abilities to perform the duties and responsibilities required.

\*Three (3) years of Administrative experience preferred.

\*Bilingual Spanish-English strongly preferred.

Licensing and Certification

Valid California Administrative Services Credential

**EVALUATION**

Evaluation of the Coordinator is assigned by the Assistant Superintendent for Curriculum, Instruction and Assessment

*The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*